



Classification: Water Resource Control Engineer  
 Position Number: 880-165-3846-018

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-165-022	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-165-3846-018
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> Lahontan Regional Water Quality Control Board/Victorville Office		<b>Section/Unit:</b> Wastewater and Agricultural Operations Unit
<b>Supervisor's Name:</b> Reginald Tan		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Water Resource Control Engineer (WRCE) is responsible for providing timely and professional technical responses/assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The WRCE is required to work independently, communicate effectively, manage multiple cases, review monitoring reports, take enforcement actions, and become proficient in technical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE drives to conduct field inspections both announced and unannounced as required.



<b>Essential Functions (Including percentage of time):</b>	
35%	Provide regulatory oversight of projects involving discharges to groundwater or surface waters and projects intended to restore and/or enhance water quality in the Waste Discharge Requirements, National Pollutant Discharge Elimination System, and Site Cleanup Programs. Specific project types may include discharges related to wastewater treatment plants, confined animal facilities and agricultural activities, sedimentation activities, and minor discharges. Investigate and assess water quality impacts of unauthorized discharges to groundwater and surface waters. Using engineering judgment and principles, review and evaluate technical reports, prepare correspondence and other documents, prepare new or update existing waste discharge permits, prepare slides and conduct presentations before the Board and public, work cooperatively with and being responsive to other governmental agencies and the public, attend and conduct meetings with other governmental agencies and the public, review monitoring data, and evaluate sample results to determine whether facilities or projects are in violation of permit requirements and/or water quality objectives for groundwater or surface waters. Oversee compliance with enforcement actions and subsequent required work.
15%	Prepare informal and formal enforcement actions and communications of threatened or actual violations, such as Notice of Violations, Cleanup and Abatement Orders, Cease and Desist Orders, and Administrative Civil Liability Complaints. Prepare staff reports, prepare key issue summaries, conduct investigations, and make presentations to the Regional Board or other agencies. Make recommendations, as necessary, to assist dischargers with compliance.
15%	Conduct field engineering activities related to permit compliance, spills, complaints, infrastructure improvement projects, collecting water and soil samples, and preparing reports. Exercise proper Health and Safety procedures for field activities.
15%	Work with dischargers and local agencies during pre-project design reviews to evaluate effective stormwater best management practices. Review and provide meaningful comments on environmental documents submitted under the California Environmental Quality Act. Represent the Water Board at meetings with dischargers, local agencies, and the public to provide written and oral comments reflecting water quality resources needs.
15%	Analyze water quality and other environmental data for compliance with US Environmental Protection Agency directives and other project objectives, review analytical laboratory quality assurance and quality control data, and prepare reports. Enter and analyze information into spreadsheets or state databases such as California Integrated Water Quality System (CIWQS), Storm Water Multiple Application and Report Tracking System (SMARTS), GEOTRACKER, Electronic Content Management (ECM), time management systems, and other databases.



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<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Drive to sites throughout the Region, four to five hours away from the office. Overnight stay will, at times, be required. Navigate uneven, rugged terrain for short periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time.	
<b>Typical Working Conditions:</b>	
For remote based work, the incumbent is responsible for keeping appropriate working conditions at the specified remote location in accordance with the approved telework agreement. For office work, the incumbent works on the ground floor of a single-story office building in Victorville, in a partially enclosed, windowed office cubicle, in a smoke-free environment. The work schedule is Monday through Friday in accordance with the incumbents approved work week schedule. Travel may be required locally and within the state	



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**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

**YES**       **NO**

Employee Name	Employee Signature	Date