



Classification: Water Resource Control Engineer  
 Position Number: 880-190-3846-038

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-190-036	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-190-3846-038
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> January 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> San Diego Water Board, R9		<b>Section/Unit:</b> Restoration & Protection Planning Unit
<b>Supervisor's Name:</b> Cynthia Gorham		<b>Supervisor's Classification:</b> Senior Environmental Scientist (Supervisor)

<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 Environmental Scientist 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) position in the Restoration & Protection Planning Unit is responsible for Basin Planning, TMDLs, and Water Quality Restoration Plans; water quality planning technical reviews, analyses, and assessments; acting as a project manager and as a stakeholder meeting coordinator and facilitator; acting as a contract manager; and attending meetings locally and statewide. The position requires occasional field visits, potentially in harsh terrain and inclement weather, and at sites that may have hazardous material.



**Essential Functions (Including percentage of time):**

35%	Provide professional engineering review and evaluation of technical documents, environmental documents associated with water quality planning, assessment, and implementation, including review of intricacies in model reports, as well as input and output files for models associated with projects. Apply engineering methods and principles and use selected data interpretation/visualization tools to analyze and evaluate water quality data and the potential effects of pollutants and hydromodifications on water quality and beneficial uses. Design and perform monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Working collaboratively with other staff, perform activities on water quality assessment, water quality standards review or change, triennial review Basin Plan project list preparation and implementation, and Total Maximum Daily Load (TMDL) projects, and other projects that require Basin Plan amendments, other impaired water restoration projects, as well as develop and review other supporting technical reports, and environmental documents (e.g., California Environmental Quality Act (CEQA)), for San Diego Water Board review or adoption. Review, interpret, and implement applicable water quality planning laws, regulations, policies, and programs.
30%	Act as a project manager for TMDL projects, triennial review Basin Plan project list preparation and implementation, impaired water restoration projects, and in some cases for other projects that require Basin Plan Amendments. The project manager must be able to develop a project plan for long term projects, establish and carry out project tasks independently or ensure others complete tasks, meet and coordinate with stakeholders, outline and write technical reports independently or ensure completion by others, ensure all project products are acceptable for management review, prepare an agenda package, present project for approval at a Board Hearing.
15%	Participate and communicate effectively in teleconference, audiovisual, and face-to-face meetings with technical consultants, dischargers, attorneys, governmental agencies, news media, and the general public in the San Diego Water Board office and other locations. Attend meetings that require overnight travel. Responsibilities include using engineering knowledge and judgment to clarify and interpret San Diego Water Board policy and objectives. Prepare for and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies.
10%	Act as a Contract Manager or Contract Contact for designated San Diego Water Board contracts. Perform contract work activities related to projects funded through various funding sources including Request for Proposal (RFP) preparation, evaluation of proposals, preparation of contracts, and project control schedules. Provide consultation to contractors developing work products, review progress of contractors in accordance with control schedules, and review and evaluate contractor work products.



**Marginal Functions (Including percentage of time):**

5%	Apply engineering methods and principles in performing a variety of duties related to site inspections, field investigations, and collection of water and waste samples from specific locations and sources. Conduct field investigations and studies at sites where wastes, including toxic and hazardous waste and materials, are treated, discharged, and stored, and prepare written reports associated with these investigations and studies. Site investigations may include, but not limited to, wastewater treatment plants, land disposal operations, ground water cleanup sites, hazardous waste disposal sites, pesticide storage and application sites, nuclear power plants and other industrial sites, construction sites, and municipal facilities. Field tasks include collection of samples of runoff, water soil, and waste contaminated with pollutants, including toxic or hazardous materials, observing construction of waste management and monitoring facilities, and performance evaluations of facilities.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, use a phone, and type on a keyboard for extended periods of time. Ability to lift 20 pounds, to bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time and carry up to 20 pounds during field investigations.

**Typical Working Conditions:**

The position is located in an office building in San Diego with the opportunity to participate in the Water Board's telework program. The regular work schedule is Monday through Friday and involves some planned and unplanned evening and weekend work to respond to water quality incidents, spills, and emergencies. Travel may be required locally and within the state.

**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\*.



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*\*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