



Classification: Water Resource Control Engineer  
 Position Number: 880-190-3846-049

**DUTY STATEMENT**

CURRENTPROPOSED

<b>RPA Number:</b> 23-190-039	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-190-3846-049
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> February 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> San Diego Regional Water Quality Control Board		<b>Section/Unit:</b> Site Restoration and Groundwater Protection Branch / Water Sustainability and Protection Unit
<b>Supervisor's Name:</b> Roger Mitchell		<b>Supervisor's Classification:</b> Supervising Engineering Geologist

<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 and the San Diego Water Board's Practical Vision, 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 performing timely and professional engineering duties including, but not limited to: conducting inspections; reviewing engineering reports, surveys, and monitoring data; preparing waste discharge requirements, water reclamation requirements, master reclamation permits, National Pollutant Discharge Elimination System permits, enforcement actions, Executive Officer Reports, and presentations of information to the Board. The WRCE will work to fulfill the San Diego Water Board's mission by overseeing facilities that discharge waste to land and surface waters. The WRCE must work independently, communicate effectively, manage multiple tasks, and become proficient in administrative duties including database management. Proficient use of office equipment and the Microsoft Office Suite is required.



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

40%	<p>Provide engineering review and evaluation of technical reports, including: engineering plans and specifications for wastewater treatment systems (e.g., on-site wastewater treatment systems) and recycled water projects (e.g., indirect and direct potable reuse projects), agricultural operations, groundwater hydrology and water quality investigations, water quality monitoring programs, environmental planning documents, salt and nutrient management plans (SNMPs), and preliminary plans for future projects. Apply engineering methods and principles to determine consistency of technical reports with established standards for water quality, groundwater hydrology, environmental engineering, applicable regulatory criteria, and proper procedures to support sound technical conclusions. Prepare technical documentation to support objective findings and recommendations based upon a comprehensive review of available technical reports and independent research. Review engineering calculations and reports using best professional judgement in providing technical review and/or assistance on environmental impacts, beneficial uses, water quality concerns, and engineering. Review and evaluate reports of waste discharge; engineering reports, required pursuant to California Code of Regulations title 22; California Water Code section 13523 recommendations from the State Water Resources Control Board's (State Water Board's) Division of Drinking Water; and other technical and environmental documents submitted by the discharger or project applicant, to ensure consistency with relevant water quality plans and policies, and compliance with applicable laws and regulations. Coordinate with dischargers and project applicants, the State Water Board's Divisions of Drinking Water, Water Quality, and Water Rights, and other interested stakeholders to advise on water quality permit applications and wastewater change petitions. Perform activities related to the preparation, review, and/or update of waste discharge requirements (WDRs), national pollutant discharge elimination system (NPDES) permits, master reclamation/recycling permits (Master Rec Permits), notices of enrollment in statewide general orders, conditional waivers, general and individual water reclamation requirements, and monitoring and reporting programs, to ensure consistency with all relevant water quality laws, regulations, plans and policies to protect public health and the environment. Prepare WDRs, Master Rec Permits, NPDES permits, and other tentative orders, including supporting documentation for adoption consideration by the San Diego Water Board, including stakeholder outreach, public noticing, and agenda packages. Prepare for and make logical, comprehensible, and convincing presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, stakeholders, and other federal, State, and local agencies. Finalize WDRs, Master Rec Permits, NPDES permits, and other tentative orders, including supporting documents, following adoption by the San Diego Water Board. Review and finalize letters and reports produced by support staff.</p>
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20%	Provide engineering review and evaluation of technical reports on complex projects related to water quality planning and assessment including but not limited to SNMPs. Apply engineering methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants on water quality and beneficial uses. Design and/or oversee monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Review, interpret, and implement applicable water quality planning laws, regulations, and programs.
15%	Apply engineering methods and principles when performing site inspections, field investigations, and collection of water, soil, air, and waste samples from specific locations and sources. Conduct field investigations and studies at sites where wastes, including toxic and hazardous waste, may be present; and prepare written reports associated with these investigations. Field investigations may include, but not be limited to, wastewater treatment plants, recycled water use sites, other industrial pretreatment sites, agricultural operations, wineries, concentrated animal feeding operations, onsite wastewater treatment systems, sand and gravel mines, and municipal facilities. Field tasks may include collection of samples of water, soil, and waste contaminated with pollutants, including toxic or hazardous materials; and observing installation/operation of monitoring facilities.
10%	Provide engineering review and evaluation of technical reports related to enforcement activities. Apply engineering methods and principles in responding to illegal waste discharges to the lands and waters of the State. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Assess compliance through various means including review and interpretation of WDRs, monitoring reports and other technical reports, compliance inspections, citizen complaints, notifications from other governmental agencies, and discharger records review. Provide compliance assistance through guidance, public education, and outreach. Prepare violation notices, enforcement orders, and supporting documentation for management review and San Diego Water Board adoption.

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

5%	Provide engineering consultation with your supervisor and San Diego Water Board management. Implement and/or support the goals of the Cannabis Cultivation, Commercial Agricultural, Non-Point Source, Recycled Water, Waste Discharge Requirement, and Conditional Waiver Programs and the San Diego Water Board's Annual Operation Plan. Assist your supervisor with development of tools to improve these Programs. Update and keep current appropriate databases (e.g., CIWQS, GeoTracker, etc.) regarding your assigned work products. Review and comment on State guidance, tentative permits, and other program documents; and attend programmatic roundtable meetings at the request of your supervisor. Assist your supervisor with the effective coordination of work in the Water Sustainability and Protection Unit with staff assigned to other regulatory programs, and identification and
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	scheduling of in-house technical training for staff.
5%	Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, news media, and members of the general public. Meetings may involve overnight travel. Prepare for and make logical, comprehensible, and convincing presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, stakeholders, and other federal, State, and local agencies.
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 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, transport more than 50 pounds, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the second floor of an office building in the Mission Valley neighborhood of San Diego, in an enclosed, non-windowed office cubicle in a smoke-free environment. Partial teleworking is available with fulltime teleworking available at management's discretion. The work schedule is Monday through Friday. Overnight 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