



Classification: Water Resource Control Engineer
 Position Number: 880-120-3846-054

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-120-059	Classification Title: Water Resource Control Engineer	Position Number: 880-120-3846-054
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: January 2024
Tenure: Permanent	Time Base: Full Time (FT)	CBID: R09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Southeast Bay
Supervisor's Name: Vacant		Supervisor's Classification: Sr. Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Brittany Liverett	Date: 02/06/2024

General Statement
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.
Position Description
Working under established policies and guidelines, the incumbent performs engineering technical work related to the Water Board's implementation of the National Pollutant Discharge Elimination System (NPDES) stormwater programs. Using engineering and regulatory skills, the incumbent will evaluate, review, check, and interpret stormwater permit applications, technical reports, specifications, and monitoring data; issue stormwater permits; conduct compliance inspections and audits; prepare reports; and draft orders for Board consideration. The incumbent will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).
Essential Functions (Including percentage of time):



30%	Use engineering methods and principles to review applications for issuance and reissuance of Phase I Urban Runoff Stormwater NPDES Permits under Section 402 of the Federal Clean Water Act, and Reports of Waste Discharge under the Porter-Cologne Act. Apply engineering principles and skills to evaluate technical engineering designs and systems to manage stormwater that effectively remove pollutants, maximize groundwater recharge, and protect stream stability. Advise permittees and evaluate permit compliance, including in the implementation of stormwater pollution prevention plans, stormwater best management practices, water quality monitoring, and TMDL-related requirements. Provide information and data management through computer databases, modelling, and/or data analysis software and systems.
20%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments, including water quality monitoring, pollutant control, green stormwater infrastructure planning and design, and stormwater control implementation. Coordinate with stakeholders on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions.
20%	Prepare NPDES Permits and Waste Discharge Requirements (WDRs) to specify and manage the authorized discharges, best management practices, monitoring and reporting requirements, and success criteria for stormwater discharges that impact state waters. Use engineering methods and principles to review stormwater pollution prevention plans, annual monitoring reports, environmental monitoring reports, and other technical reports, and conduct inspections to verify compliance with Permit requirements and WDRs. Field inspections include compliance inspections, complaint investigations, and enforcement follow-ups. Perform field verification that the site-specific plans are installed and operating as stated. Conduct field engineering evaluation of pollutant sources, fate, and transport, to assess the management practices, treatment, and pollutant controls onsite. Evaluate field conditions against permit requirements in order to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action as warranted. Prepare written documents that include inspection reports, notices of violations, monitoring and technical report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.
15%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, management, and external and other internal stakeholders. Provide the status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Respond timely to inquiries from the regulated community, interested parties, and local, state, and federal agencies. Represent the Water Board as needed in outreach and engagement efforts, including giving presentations and facilitating meetings and workshops. Work with the Water Board's Tribal Coordinator on Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved communities, including conducting



	<p>outreach and analyses and developing findings consistent with Water Code section 13149.2. Support programmatic assessments and help to identify actions to implement the Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p>
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Marginal Functions (Including percentage of time):

10%	In collaboration with external stakeholders and consistent with supervisor’s priorities, manage stormwater projects and cases by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, utilize a Voice over Internet Protocol (VoIP) phone through Microsoft Teams, and type on a keyboard for extended periods of time. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including municipal stormwater management systems, industrial facilities, and construction sites.

Typical Working Conditions:

The standard work schedule is Monday through Friday. 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