



Classification: Water Resource Control Engineer
 Position Number: 880-405-3846-004

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-405-010	Classification Title: Water Resource Control Engineer (WRCE)	Position Number: 880-405-3846-004
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: March 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Drinking Water / TBD		Section/Unit: Technical Operations Section
Supervisor's Name: Randy Barnard		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Supervising Water Resource Control Engineer of the Technical Operations Section in the Division of Drinking Water's (DDW's) Program Management Branch with the State Water Resources Control Board (SWRCB) 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
The Water Resource Control Engineer (WRCE) is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Specific responsibilities include:
Essential Functions (Including percentage of time):



35%	<p>Work with the DDW Onsite Non-potable Water Reuse Senior WRCE (Specialist) to support State Water Board's Onsite Treatment and Reuse of Nonpotable Water regulations rulemaking efforts and subsequent Title 24 rulemaking coordination with other state agencies. Prepare, review, or compile complex written or presentation materials for the State Water Board, CalEPA, or Office of Administrative Law processes in a timely manner. Promptly respond to rulemaking records requests. Assist in developing and presenting fact sheets, frequently asked questions, presentations, checklists, calculation spreadsheets/models, or any other relevant support materials to inform and assist the regulated community, stakeholders, and the public.</p>
35%	<p>Work with the DDW Onsite Non-potable Water Reuse Senior WRCE (Specialist) to provide comprehensive technical and organizational support for the implementation of the Onsite Treated Nonpotable Water Systems (OTNWS) regulations. Review engineering reports, validation protocols, certification reports, construction drawings and specifications, operations plan, and other relevant documents for compliance with the Onsite Treatment and Reuse of Nonpotable Water regulations. Perform site inspections or site visits of new or existing OTNWS in coordination with local jurisdiction staff. Participate in and perform duties to support coordination efforts with a wide range of state and local agencies, industry and certifying organizations, stakeholders, and the public. Manage posting of contents related to onsite treatment and nonpotable water reuse on DDW's internet, intranet, and Sharepoint pages, including preparing web page updates, and remediating or creating documents that comply with the State Water Board website accessibility criteria. Prepare State Water Board stakeholder bulletin announcements. Provide timely and accurate responses to questions on Onsite Treatment and Reuse of Nonpotable Water regulations. Develop and maintain communication records. Review, evaluate, and inspect a wide range of recycled onsite treated nonpotable water reuse proposals contained in Title 22 engineering reports and other reports. Prepare summary reports, recommendations, and letters to communicate the results of the evaluation and inspection. Communicate effectively with SWRCB and Regional Water Boards field and management staff on recycled water issues related to onsite treated nonpotable water reuse.</p>
15%	<p>Develop expertise on treatment technologies, industry practices, issues, concerns, and research nationally or internationally related to the technical, scientific, and public health issues primarily related to onsite treatment and reuse of nonpotable water. Develop practical knowledge base on premise plumbing cross-connection control and operational issues related to decentralized non-potable water treatment and reuse systems.</p>
<p>Marginal Functions (Including percentage of time):</p>	



10%	<p>Work with the DDW Drinking Water Treatment Senior Sanitary Engineer (Specialist) and Lead and Copper Rule Senior WRCE (Specialist) on technical aspects and American National Standards Institute (ANSI) certification criteria of residential water treatment devices. Research, review, and analyze applications from manufacturers for residential water treatment devices registration pursuant to California statute which mandates that devices with claims to reduce health-related drinking water contaminants be registered with DDW. Review each application to ensure that complete and accurate information and documentation has been provided to meet statutory requirements. Verify that each residential water treatment device has been independently certified by an ANSI accredited organization as required by California statute. Review the accuracy and completeness of the information provided by comparing it with documentation obtained from the independent certification organizations. For each manufacturer submitting applications, review and verify that the manufacturer's presented information and documentation is accurate and not in violation of California statutory requirements for the marketing of residential water treatment devices. Communicate the registration requirements with manufacturers and certifying organizations. Coordinate in completion of application review assignments with other Residential Water Treatment Devices Registration Program staff to ensure prompt completion.</p>
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 desk, utilize 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 including hiking and climbing tanks, in extreme temperatures throughout the workday, standing/sitting for long periods of time, etc. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state. Collaboration with DDW staff will require routine in-office participation with various staff.

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



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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