



Classification: Water Resource Control Engineer  
 Position Number: 880-459-3846-005

**DUTY STATEMENT**

CURRENT       PROPOSED

|   |   |   |
|---|---|---|
| <b>RPA Number:</b><br>23-459-008                      | <b>Classification Title:</b><br>Water Resource Control Engineer | <b>Position Number:</b><br>880-459-3846-005                                   |
| <b>Incumbent Name:</b><br>Vacant                      | <b>Working Title:</b><br>Water Resource Control Engineer        | <b>Effective Date:</b><br>October 2023  |
| <b>Tenure:</b><br>Permanent                           | <b>Time Base:</b><br>Full-time                                  | <b>CBID:</b><br>R09   |
| <b>Division/Office:</b><br>Division of Drinking Water |   | <b>Section/Unit:</b><br>Section 4   |
| <b>Supervisor's Name:</b><br>Jason Cunningham         |   | <b>Supervisor's Classification:</b><br>Senior Water Resource Control Engineer |

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

**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.



| <b>Position Description</b>   |   |
|---|---|
| <p>The Water Resource Control Engineer will perform a variety of engineering work relating to public water systems. Duties include on-site inspection activities including physical inspection of water source intakes, treatment plants, storage reservoirs, pump stations, and distribution facilities. The position will be responsible for other surveillance activities involved in the inspection of public water systems including the review of system operational records, procedures, submitted documents, and all required administrative programs, data gathering necessary to maintain and update system inventory and inspection information, preparation of reports and letters documenting inspections and required corrective actions, maintaining and updating computer databases, and communicating findings with the Senior Sanitary Engineer and water system personnel.</p> |   |
| <b>Essential Functions (Including percentage of time):</b>  |   |
| 30%   | <p>Conducts inspections of public water systems. On-site inspection activities include making physical examinations of water source intakes, treatment plants, storage, and distribution facilities. These activities require the engineer to be physically able to navigate uneven rugged terrain for extended periods of time during a working day. Other surveillance activities involved in the inspection of public water systems include review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; preparation of reports and letters documenting inspections and required corrective actions.</p> |
| 20%   | <p>Prepares or reviews reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities. Makes and checks engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conducts on-site field inspections of water system facilities as part of permit application processing and other inspections as necessary in support of SWRCB - Division of Financial Assistance funded projects.</p>   |
| 10%   | <p>Provides engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Provides assistance for Division research projects, policy development and studies.</p>   |
| 10%   | <p>Maintain current knowledge of State laws and regulations. Conducts enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Drafts enforcement letter, citations, and compliance orders for the Senior Sanitary Engineer's review and signature. Tracks compliance dates and takes necessary follow-up action to ensure public water systems comply with directives of the Division.</p>   |
| 10%   | <p>Navigates various computer databases to track funding projects, water quality sampling and reporting compliance.</p>   |
| 10%   | <p>Reviews plans for public water treatment plants and proposed projects for recycled water reuse to determine compliance with health and engineering standards and regulations. Reviews and comments on environmental impact reports to local agencies</p>   |
| <b>Marginal Functions (Including percentage of time):</b>   |   |



Classification: Water Resource Control Engineer  
 Position Number: 880-459-3846-005

|    |   |
|----|---|
| 5% | Assists in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies. Consults with and advises a variety of health and other public officials, engineers, attorneys, water consumer groups, environmental justice groups and others on public health aspects of water supply quality control programs. Assists in making presentations to interested groups on a variety of health related water supply matters and attends job-related trainings. |
| 5% | Perform other duties as required.   |

**Typical Physical Conditions/Demands:**

The job requires on-site inspection activities include making physical examinations of water source intakes, treatment plants, storage, and distribution facilities. These activities require the engineer to be physically able to navigate uneven rugged terrain for extended periods of time during a working day. The incumbent must possess a valid driver's license, insurance for private vehicles, a good driving record and be physically able to drive a motorized vehicle to inspection sites.

**Typical Working Conditions:**

The incumbent works on the 2<sup>nd</sup> floor of an office building near downtown Carpinteria, in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.



Classification: Water Resource Control Engineer  
Position Number: 880-459-3846-005

| <b>Supervisor Statement</b>   |                      |      |
|---|----------------------|------|
| 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 Name   | Employee Signature   | Date |
|   |                      |      |