



Classification: Senior Water Resource Control Engineer
 Position Number: 880-457-3844-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-457-081	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-457-3844-002
Incumbent Name: Vacant	Working Title: District Engineer – Tulare District	Effective Date: July 2024
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Division of Drinking Water/Central California Field Operations Branch		Section/Unit: South Central Section-Section IV/Tulare District 24
Supervisor's Name: Jeff Densmore		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Supervising Water Resource Control Engineer of the South Central Section in the Division of Drinking Water 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 Senior Water Resource Control Engineer (SWRCE) 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 SWRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing) 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:



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Essential Functions (Including percentage of time):	
45%	Supervises field engineers, other technical staff, and clerical personnel. Provides leadership and establishes program priorities in line with directives received from the Supervising WRCE, South Central Section, as well as from the program's Headquarters in Sacramento. Assigns work duties, assures training of staff, provides solutions to technical problems presented by staff, evaluates the performance of staff, takes disciplinary actions and assures that paperwork and other actions to support the functions of the District office are completed in a satisfactory and timely manner. Reviews and approves work produced by staff related to sanitary survey inspections and reports, permit reports and conditions, enforcement actions and corrective action plans for compliance with the Division's practices, policies, and guidance.
30%	Advises and consults with water utility managers and operators to resolve problems and issues of concern. Works with representatives of local, State, and federal government agencies on issues related to the delivery of safe and potable water supplies. Participates on internal and external task forces and committees to develop regulations, guidance documents and/or other products directed at clarifying issues of concern related to the public drinking water program. Provides technical assistance to local health departments.
Marginal Functions (Including percentage of time):	
5%	Prepares correspondence, reports, and other written technical documents independently and as directed by management. Directs the design and conduct of special engineering studies and investigations to address specifically identified problems related to the delivery of safe and potable drinking water supplies.
5%	Supervises the unit's response to emergencies affecting public water systems, including (but not limited to): guidance to water systems on damage assessment, sample plans, public notice, engagement with California Office of Emergency Services' Standardized Emergency Management System (SEMS); prepares situation reports and other internal communications; respond to inquiries from the news media, public officials, and other agencies; and engage with Water Board emergency operations staff and systems.
5%	Represents the Division at various meetings and/or events with members of the public, public water system officials, the media, legislators, and others interested in safe drinking water; prepares and makes presentations on a variety of health-related water supply matters.
5%	Prepares and makes presentations on a variety of health-related water supply matters. Participates in Division research projects, policy development, and studies. Attends conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest technical developments in the water and recycled water industries.
5%	Performs other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a 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. 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 in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state. Collaboration with field operation branch staff will require in-office participation with local staff once a week.

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 Name	Employee Signature	Date