



Classification: Water Resource Control Engineer  
 Position Number: 880-140-3846-137

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-140-082	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-140-3846-137
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> CARWQCB – Los Angeles		<b>Section/Unit:</b> Commercial, Industrial, and Institutional Stormwater Permitting Unit
<b>Supervisor’s Name:</b> Andrew Choi		<b>Supervisor’s Classification:</b> 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.

**Position Description**

The Water Resource Control Engineer (WRCE) will develop and implement the General Permit for Stormwater Dischargers Associated with Commercial, Industrial, and Institutional (CII) facilities (CII General Permit). The CII General Permit is a National Pollutant Discharge Elimination System (NPDES) permit under Section 402 p of the Federal Clean Water Act that regulates stormwater discharges from CII facilities in the Dominguez Channel/Inner and Outer Los Angeles and Long Beach Harbor Watershed and the Los Cerritos Channel/Alamitos Bay Watershed. Applying engineering knowledge, the WRCE is responsible for reviewing reports and plans; evaluating and recommending changes, approval, or disapproval of engineering designs for structural best management practices, technical proposals, assisting permittees in the submission of permit application, time schedule order requests, and plans; and conducting field inspections to evaluate compliance with the CII General Permit.



<b>Essential Functions (Including percentage of time):</b>	
40%	Review applications for enrollment under the CII General Permit. Evaluate technical and engineering reports (e.g., engineering design and operation and maintenance plans for storm water capture, treatment, and infiltration systems; water balance calculations; and hydrogeological/geotechnical reports), pollution prevention plans, and other permit required documents. Use technically-sound engineering knowledge and judgment to evaluate effectiveness of capture, treatment, and infiltration best management practices (BMPs) to meet discharge limitations and associated potential impacts on soil and receiving waters. Review self-monitoring reports for conformance with technical reporting specifications and for compliance with waste discharge requirements and permit conditions specified in the CII General Permit.
30%	Organize and conduct office and field work assignments including pre-permitting inspections, routine compliance evaluation inspections, complaint inspections, BMP operation and maintenance inspections, and sample collection activities at facilities permitted or that should be permitted under the CII General Permit. Identify facility owners/operators that fail to obtain permit coverage and conduct non-filer inspections and outreach. Analyze enrollee monitoring data for compliance with permit criteria, sampling procedures, and quality assurance/control standards. Prepare written engineering reports documenting results of inspections, investigations, and monitoring data review. Recommend and prepare informal or formal enforcement actions, such as Notices of Violation, Staff Enforcement Letters, Clean Up and Abatement Orders, Cease and Desist Orders, Time Schedule Orders, and Administrative Civil Liability Complaints. Monitor facilities' return to compliance. Assist in developing and negotiating penalties and Supplemental Environmental Projects (SEP) with dischargers.
15%	Maintain current and complete project files and ensure that permits, reports, enforcement actions, and correspondence are recorded in the Stormwater Multiple Application and Report Tracking System (SMARTS), the California Integrated Water Quality System (CIWQS), and other appropriate databases.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Project lead for the development, renewal, and amendment of the CII General Permit. Collaborate with the State Water Board and U.S. EPA to develop waste discharge requirements and permit conditions during permit development, renewal, or amendment. Participate in internal and external outreach discussions, and internal decision making to address permitting issues.



5%	Schedule and attend meetings with CII facilities and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and make effective presentations to the Board concerning contested permits, compliance inspections and pollution investigations during enforcement hearings, and explain technical aspects of permit and investigation findings based on application of engineering principles, as required.
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, type on a keyboard and use of mouse for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. The job requires fieldwork that may involve navigation of uneven terrain, extreme temperatures throughout the workday and occasionally carry more than 50lbs., standing/sitting for long periods of time. The incumbent must possess a valid driver's license and be able to operate a motorized vehicle to facilities for site visits and inspections.

**Typical Working Conditions:**

The incumbent works remotely from a home office and/or on the 1<sup>st</sup> floor of an office building in downtown Los Angeles, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday and involves hybrid telework based on operational needs as specified by the agency. The incumbent will also be required to come into the office as needed. Travel may be required locally and occasionally 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 Name	Employee Signature	Date