



Classification: Water Resource Control Engineer
 Position Number: 880-463-3846-004

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-463-028	Classification Title: Water Resource Control Engineer	Position Number: 880-463-3846-004
Incumbent Name: Vacant	Working Title: District Engineer – San Diego District	Effective Date: July 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Drinking Water/Southern California Field Operations		Section/Unit: Southeast California Section-Section VI/San Diego District 14
Supervisor’s Name: Sean Sterchi		Supervisor’s Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Water Resource Control Engineer of the San Diego District - Southeast California Section - Division of Drinking Water’s San Diego Office 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 Resources 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.



Essential Functions (Including percentage of time):	
30%	Conducts inspections of public water systems. On-site inspection activities include water source intakes, treatment plants, storage and distribution facilities. These activities will include field investigations involving the WRCE 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.
20%	Uses engineering knowledge and technical expertise to prepare or review 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 in support of SWRCB's Division of Financial Assistance funded projects.
10%	Provides engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Provides assistance for departmental research projects, policy development, and studies.
10%	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 Water Resource Control Engineer's review and signature. Tracks compliance dates and takes necessary follow-up action to ensure public water systems comply with directives of the Department.
5%	Navigates various computer databases to track funding projects, water quality sampling and reporting compliance.
5%	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.
5%	Assists in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies.



5%	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.
5%	Assists in making presentations to interested groups on a variety of health-related water supply matters and attends job-related trainings.

Marginal Functions (Including percentage of time):

5%	Perform 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 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 cubicle 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 twice 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
Sean Sterchi		
Employee Name	Employee Signature	Date