



Classification: Senior Water Resource Control Engineer (Sup.)  
 Position Number: 880-110-3844-033

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-110-089	<b>Classification Title:</b> Senior Water Resource Control Engineer (Sup.)	<b>Position Number:</b> 880-110-3844-033
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> NPDES Wastewater Senior	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time (FT)	<b>CBID:</b> S09
<b>Division/Office:</b> Region 1/Santa Rosa		<b>Section/Unit:</b> Point Source Control & Groundwater Protection Division/ NPDES Wastewater Unit
<b>Supervisor's Name:</b> Charles Reed		<b>Supervisor's Classification:</b> Supervising Water Resource Control Engineer

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

<b>General Statement</b>
Under the direction of a Supervising 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>
The Senior Water Resource Control Engineer plans, organizes, and directs the work of the NPDES Wastewater Unit, which is responsible for implementing the North Coast Region's (National Pollutant Discharge Elimination System (NPDES) Wastewater program, the federal pretreatment program, and the Region's recycled water program.
<b>Essential Functions (Including percentage of time):</b>



Classification: Senior Water Resource Control Engineer (Sup.)  
 Position Number: 880-110-3844-033

35%	Supervise, plan, organize, and direct the work of the NPDES Unit, including preparing individual work plans and performance evaluations; providing day-to-day guidance of technical staff to ensure they are appropriately trained, timely completing work, and implementing a shared set of agency expectations; providing first-level review and approval of written documents (e.g., letters commenting on permit applications and monitoring reports, draft permits, response to comments received on draft permits, and comments on engineering, technical, and regulatory reports, program guidelines, and policies) to ensure proper content, consistency, completeness, and accuracy; participating in meetings with stakeholders; and preparing items for Board action. Ensure work products are completed in a timely manner and inform executive management of pending issues. Organize and conduct public workshops, give oral presentations before the Board, other agencies and groups regarding regulatory matters.
20%	Perform and direct complex environmental and engineering investigations and analyses. Supervise the review of hydrological and engineering plans and reports. Ensures that NPDES permits for discharges, and permitted recycled use of permitted discharges, adequately and appropriately account for water quality impacts and public and environmental health impacts using scientifically acceptable methods and engineering principles. The overall goal is timely Board adoption of NPDES permits and completion of compliance evaluation activities (e.g., inspections, discharge report reviews) consistent with the annual NPDES work plan.
20%	Plan, organize, and direct enforcement actions as it relates to the NPDES wastewater program, including identifying and recommending to executive management enforcement priorities for these programs, tracking and pushing forward case progress, reviewing of completed staff work, and informing executive management of pending issues. The goal is timely resolution of enforcement cases and compliance improvement. Coordinates with the Division Chief, State Water Resources Control Board, United States Environmental Protection Agency, stakeholders, and other parties to resolve technical and regulatory issues as they arise in the enforcement and permit development process.
10%	Implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution by conducting programmatic assessments and identifying actions that foster open communication for voices from historically underserved communities. Actions include representing the Regional Water Board in equitable stakeholder and outreach efforts, including giving presentations, facilitating meetings and workshops, conducting consultations, establishing and maintaining partnerships, and conducting outreach and analyses and develop findings consistent with California Water Code section 13149.2

**Marginal Functions (Including percentage of time):**



Classification: Senior Water Resource Control  
 Engineer (Sup.)  
 Position Number: 880-110-3844-033

10%	Participate in statewide NPDES Wastewater program roundtables, participate in development, review and comment on statewide and regional permits and policies related to or likely to affect the regulation of municipal, industrial, and similar facilities and activities.
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 a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and carry more than 25 pounds.

**Typical Working Conditions:**

When not tele-working, the incumbent works on the ground floor of an office building in Santa Rosa, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Thursday. Travel may be required locally and 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