



Classification: Supervising Water Resource
Control Engineer
Position Number: 880-140-3849-006

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-140-014	Classification Title: Supervising Water Resource Control Engineer (WRCE)	Position Number: 140-3849-006
Incumbent Name: Vacant	Working Title: Section Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: S09
Division/Office: CRWQCB-Los Angeles Region		Section/Unit: Groundwater Permitting, Land Disposal, and Commercial, Industrial and Institutional Stormwater Permitting Section
Supervisor's Name: Jenny Newman		Supervisor's Classification: Assistant Executive Officer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Assistant Executive Officer 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 Supervising WRCE supervises staff in the Groundwater Permitting, Land Disposal, and Commercial, Industrial and Institutional (CII) Stormwater Permitting Section and is responsible for timely completion of program objectives and submittal of satisfactory products for assignments to this Section per direction by executive management, the Board, or per other State or Federal requirements. Specifically, the Supervising WRCE plans, organizes, and directs the work of three Units: the Groundwater Permitting Unit, Land Disposal Unit, and CII Stormwater Permitting Unit and participates in program management and policy development through discussions with the Assistant Executive Officer.



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Essential Functions (Including percentage of time):

35%	Plans, organizes, and provides administrative, supervisory, and technical direction to Regional Board staff in the Section. Directs the supervisors of the Groundwater Permitting and Land Disposal Units in their review of waste discharge requirements for completeness and application of sound engineering, engineering geology, and hydrogeologic principles as they relate to the design and operation of wastewater treatment systems and solid waste management units. Directs the supervisor of the CII Permitting Unit in the development and implementation of a general NPDES permit for CII facilities.
25%	Develops and tracks workplan commitments for all programs in the Section. Reports regularly to the Assistant Executive Officer on progress on all commitments (workplan and non-workplan). Ensures that deadlines are met or advises the Assistant Executive Officer in advance of the deadline if there are problems. Manages and tracks expenditures against allocations (preventing over-expenditures) throughout the fiscal year.
15%	Coordinates with other programs at the State and Regional Boards, EPA, and other agencies. Represents the Region at key meetings and conferences. Addresses meetings of public officials, stakeholder groups and other interested parties. Establishes and maintains cooperative relations with federal, state, and local agencies and professionals of various disciplines in order to achieve an effective water quality control program.

Marginal Functions (Including percentage of time):

10%	Works to identify and implement creative solutions to under-funded programs with significant impacts to water quality.
10%	Prepares technical correspondence and reports, reports on progress, reviews staff performance, ensures proper maintenance of Section files, attends meetings, responds to public inquiries, makes presentations to the Board and other groups.
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 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.

Typical Working Conditions:

The incumbent works on the 2nd floor of a 10-story office building in downtown Los Angeles, in an interior office in a smoke-free environment. The work schedule is Monday through Friday. Hybrid telework is allowed. Travel may be required locally and within the state.



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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
Jenny Newman		
Employee Name	Employee Signature	Date