



Classification: Water Resource Control Engineer
 Position Number: 880-130-3846-078

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 24-130-017 | Classification Title: Water Resource Control Engineer | Position Number: 880-130-3846-078 |
| Incumbent Name: Vacant | Working Title: Water Resource Control Engineer | Effective Date: TBD |
| Tenure: Permanent | Time Base: Full Time | CBID: R09 |
| Division/Office: Central Coast Water Board | | Section/Unit: Stormwater/Recycled Water |
| Supervisor's Name: Leah Lemoine | | Supervisor's Classification: Senior Water Resource Control Engineer |

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| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

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| 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 addresses critical statewide water supply needs by permitting new water supplies from recycled water. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. |



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Essential Functions (Including percentage of time):

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| 40% | <p>Address critical statewide water supply needs by permitting new water supplies from recycled water, consistent with the Governor’s Water Supply Strategy to improve water resilience through increasing recycled water use. Review and process recycled water permit applications and renewals, including updating permits to be consistent with recycled water regulations to protect public health and the environment. Review permit applications, Title 22 engineering reports, salt and nutrient management plans, conditional application approval letters from Division of Drinking Water, and other submittals for proposed recycled water projects. Develop permit language and monitoring and reporting programs for proposed recycled water projects, including notices of applicability for enrollment under statewide general water reclamation requirements or individual recycled water permit requirements. Prepare permits for board adoption as applicable, including public noticing, board adoption materials, and stakeholder outreach. Develop permit language for potable reuse projects. Work with recycled water permit applicants to submit complete applications, including for wastewater change petitions. Review and update, as applicable, outdated recycled water permits for compliance with current recycled water regulations to protect public health and the environment. Coordinate with agency partners to assist in conservation efforts through sharing recycled water, drinking water, and wastewater data. Coordinate with the Division of Drinking Water, Division of Water Rights, Division of Water Quality, and stakeholders on facility permits, consistent with the Water Boards’ racial equity resolution and related actions. Conduct community engagement and stakeholder outreach.</p> |
| 30% | <p>Review submittals, including technical reports and database entries, to determine compliance with schedules, requirements, prohibitions, standards, and limitations. Review and analyze technical data. Evaluate laboratory procedures, field techniques, work plans, technical reports, and operation plans prepared by others. Maintain databases. Prepare appropriate written and oral comments and directives that are clear and concise on permit requirements and other reports. Provide guidance and regulatory oversight to regulated facilities. Conduct site inspections, including sample collection and preparation of inspection reports. Review and evaluate operation and maintenance of treatment facilities, monitoring reports, selected sampling points, and laboratory techniques to evaluate facilities’ performance and actual or potential effects on receiving waters and risk to human health and ecological receptors. Investigate complaints and incidents involving discharges of wastes to the environment. Identify discharger non-compliance and prepare and implement enforcement actions. Duties include preparing staff letters, reports, and orders; meeting with dischargers relative to enforcement; field investigations; report and file review; and preparation of materials for board meetings, referrals to the Attorney General, and judicial proceedings. Assist with appeals. Interpret and apply pertinent laws, regulations, policies, and guidelines.</p> |



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| 15% | <p>Represent the Central Coast Water Board in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved communities, including conducting outreach and analyses and developing findings in compliance with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resources management. Serve as a Central Coast Water Board representative to the media, develop talking points, presentations, and outreach material for members of the media and public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p> |
| 10% | <p>Review permit applications and enroll dischargers in general permits or develop waste discharge requirements, including NPDES permits, as appropriate. Prepare permits for board adoption, including public noticing, board adoption materials, and stakeholder outreach.</p> |

Marginal Functions (Including percentage of time):

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| 5% | <p>Perform other duties as required.</p> |
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit or 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 documents. The job also involves inspection of municipal and industrial waste treatment facilities, requiring ability to safely navigate industrial spaces with uneven terrain and stairs.

Typical Working Conditions:

The incumbent works 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.



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| Supervisor Statement | | |
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| 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 |
| | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Employee Name | Employee Signature | Date |
| | | |