



Classification: Senior Water Resource Control Engineer
 Position Number: 880-550-3844-085

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-025	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-550-3844-085
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S09
Division/Office: Division of Financial Assistance		Section/Unit: Cleanup Fund Branch – Site Cleanup Subaccount Program
Supervisor’s Name: Benjamin I. Heningburg		Supervisor’s Classification: Supervising Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of a Supervising Engineering Geologist 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 Senior Water Resource Control Engineer is responsible for the supervision of technical staff that performs engineering and hydrogeological reviews of data related to an existing or threatened surface or groundwater contamination site for which the responsible party is seeking or has received funding. The incumbent works within technical sections to support Cleanup Fund programs by performing engineering reviews of data related to groundwater contamination.
Essential Functions (Including percentage of time):



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35%	Supervises, directs, and monitors technical staff implementing the Site Cleanup Subaccount Program (SCAP). Reviews address identification of the source of surface or groundwater contamination, human health risks, and recommended response actions; site-specific work scopes needed to be performed in order for the case to meet cleanup goals, including investigation, design and operation of remediation systems, case closure tasks; cost estimates to perform the work; invoices for eligible, and reasonable and necessary corrective action costs. Coordinates closely with other managers and staff in the Cleanup Fund Branch, Office of Chief Counsel, Division of Financial Assistance, and Division of Water Quality.
30%	Performs difficult and complex tasks related to engineering and hydrogeological technical issues related to programs in the Cleanup Fund Branch, including providing consultation to management. Performs independent evaluations of engineering data for individual projects. Reviews, provides constructive feedback to staff, and approves documents prepared by staff to ensure they are clear, accurate, scientifically and technically sound, and complete. Documents include project approval forms, grant agreements, grant amendment checklists, grant management tracking sheets, technical memos, meeting agendas, meeting summaries, invoice reviews, and other technical reviews as needed for regulatory agencies, grantees, and their consultants.
20%	Meets with regulatory oversight agency staff and consultants to resolve engineering issues associated with the effective implementation of remedial actions and mitigation measures. Responsible for conducting conceptual site model meetings for proposed and existing projects and timely communication of potential problems or issues to management including ability to pay analysis delays, site access denials, permitting delays, community involvement documents, and inconsistent implementation of cleanup regulations and policies by oversight agency staff or consultants.
Marginal Functions (Including percentage of time):	
5%	Responsible for operational planning and assigning, tracking, and reporting on tasks and budgets for engineering projects for Cleanup Fund programs. Responsible for timely completion of program objectives and submittal of satisfactory products. Responsible for measuring, documenting, and reporting on program performance and achievement.
5%	Consults with external stakeholders, State and Regional Water Board staff, and other public agencies to develop program guidance. Briefs Board Members and makes presentations to the Board and public and prepares annual reports evaluating SCAP.
5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of a Senior Water Resource Control Engineer.

Typical Physical Conditions/Demands:



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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 15 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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