



Classification: Water Resource Control Engineer
 Position Number: 880-170-3846-048

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-170-007	Classification Title: Water Resource Control Engineer	Position Number: 880-170-3846-048
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: RWQCB7, Palm Desert		Section/Unit: NPDES/401 WQC Unit
Supervisor's Name: Logan Raub		Supervisor's Classification: Senior Environmental Scientist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision and direction of a Senior Environmental Scientist and consistent with good customer service practices and the goals of the State Water Board and Regional Water Board's Strategic Plans, 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 incumbent shall use engineering skills and judgment to perform water quality control engineering activities in assigned areas of responsibility. The incumbent is expected to work cooperatively with and be responsive to federal, state, and local governmental agencies, and the public. Specific responsibilities include:
Essential Functions (Including percentage of time):



45%	Coordinates enforcement with the State Water Board Office of Enforcement. Uses engineering judgment, skills, and knowledge to perform compliance audits and inspections to evaluate compliance with 401 WQCs/Board adopted WDRs and Basin Plan requirements; drafts recommended appropriate follow-up actions to bring violators into compliance with 401 WQCs/Board adopted WDRs and policies, including informal and formal enforcement actions such as Notices of Violation, Cease and Desist Orders, Cleanup and Abatement Orders, and Administrative Civil Liability Complaints; participates in meetings with Office of Enforcement staff, technical staff from other agencies, dischargers, local governments, and consulting firms as the prosecution team member for the Regional Water Board; uses communication skills and engineering knowledge and judgment to clarify and/or interpret the Water Boards' policies, water quality standards, and objectives.
25%	Implements the 401 Water Quality Certification (401 WQC) Program. Uses engineering skills and judgment to review 401 WQC applications, Department of Fish and Wildlife agreements, federal permits, California Environmental Quality Act (CEQA) documents; issues public notices; conducts CEQA analysis if necessary; enters and queries information in the California Integrated Water Quality System (CIWQS) database and Stormwater Multiple Application and Report Tracking System (SMARTS); reviews and analyzes complex reports submitted by dischargers to evaluate compliance with 401 WQC and other State Water Board or Regional Water Board permits; conducts site inspections; collects water samples, and issues 401 WQC letters.
20%	Participates and communicates effectively on various technical and interagency committees, including those related to 401 WQC and dredge and fill activities and research; Prepares effective presentation materials and makes logical, comprehensible and convincing reports and oral presentations at public hearings and other meetings as required; and represents the Regional Water Board before the general public, special interest groups, technical committees, and government agencies.

Marginal Functions (Including percentage of time):

5%	Responds to telephone and written inquiries, prepares and participates in public activities as a representative of the Regional Water Board. Records and responds appropriately to complaints by citizens and other governmental agencies about activities allegedly creating either nuisance or pollution.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The in-office work 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. Field work requires the incumbent to navigate uneven, rugged terrain in extreme temperatures throughout the workday.



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Typical Working Conditions:
 The incumbent works at a single-story office building in the City of Palm Desert, their work desk will be in an enclosed, non-windowed office cubicle in a smoke-free environment. Field work is required. Travel may be required locally and within the state. The work schedule is Monday through Friday.

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