



Classification: Water Resource Control Engineer
 Position Number: 880-120-3846-027

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-120-019	Classification Title: Water Resource Control Engineer	Position Number: 880-120-3846-027
Incumbent Name: VACANT	Working Title: Water Resource Control Engineer	Effective Date: August 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: NPDES Wastewater & Enforcement Division
Supervisor's Name: Robert Schlipf		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: 09/13/2024

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
Under close supervision of a Senior Water Resource Control Engineer and working in accordance with federal and state water quality laws, regulations, and policies and guidelines, incumbent performs difficult professional water quality control-related engineering work related to regulating point source discharges to surface water. The incumbent will lead complex projects in support of technical, engineering, and programmatic functions to support regulation of point source discharges to surface water, primarily from industrial and municipal wastewater treatment plants.
Essential Functions (Including percentage of time):



40%	<p>Manage development of National Pollutant Discharge Elimination System (NPDES) permits by scoping, planning, tracking, and communicating with external stakeholders. Prepare permits for wastewater treatment systems using engineering principles and knowledge of treatment system design and operation in accordance with federal Clean Water Act, California Water Code, and related regulations, (i.e., write draft permits, including discharge prohibitions, technology-based and water quality-based effluent limitations, and specific provisions; write supporting fact sheets; and draft monitoring and reporting programs). Prepare and present packages for Water Board hearings (i.e., review and respond to stakeholder comments; coordinate with legal counsel; prepare agenda packages; make presentations during hearings; prepare final orders; and compile administrative records and responses for orders petitioned to State Water Board). Serve as expert witness in Water Board and court actions. In preparing permit actions, work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations.</p>
30%	<p>Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and power point presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding assigned cases. Evaluate compliance with permit and enforcement order requirements by responding to inquiries, reviewing and evaluating technical and engineering reports, justifying new or updated requirements, and taking appropriate follow-up actions. Evaluate wastewater treatment plans, engineering specifications, and other technical and engineering documentation related to wastewater treatment plant construction, operation, maintenance, upgrade, and compliance. Evaluate monitoring and other technical and engineering data for completeness and compliance with requirements. Follow-up on reported spills in accordance with spill response protocols using good engineering judgment.</p>
15%	<p>Inspect permitted and unpermitted sites and prepare inspection reports as needed to evaluate compliance with permits, enforcement orders, requirements to submit technical and engineering data, and other water quality protection requirements. Identify and investigate instances of non-compliance with permits, enforcement orders, requirements to submit technical and engineering data, and other water quality protection requirements based on monitoring data, inspection reports, and other available technical, engineering, and non-technical information. When there is non-compliance, propose and prepare enforcement actions (e.g., notices of violation, administrative civil liabilities, cease and desist orders, and referrals to District Attorney or Attorney General). For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration. Assist others preparing enforcement actions related to assigned cases. Monitor compliance with enforcement actions.</p>
<p>Marginal Functions (Including percentage of time):</p>	



5%	Enter case facts, permit requirements, and compliance information into databases to ensure they are accurate, complete, and up to date. These include the California Integrated Water Quality System (CIWQS) and OnBase (paperless document management system).
5%	Perform other duties and assignments, including answering questions from co-workers and external customers, participating in internal committees and workgroups, and attending staff meetings and trainings. Consult and advise federal, state, and local agencies; the public; and others involved in water quality control in matters pertaining specific cases or permitting in general.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, type on a keyboard for extended periods of time, and conduct fieldwork.

Typical Working Conditions:

The standard work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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