



Classification: Water Resource Control Engineer  
 Position Number: 880-120-3846-112

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-120-038	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-120-3846-112
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> November 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time (FT)	<b>CBID:</b> R09
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Watershed Management Division / Southeast Bay Section
<b>Supervisor's Name:</b> Rebecca Nordenholt		<b>Supervisor's Classification:</b> Sr. Environmental Scientist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the close supervision of a Senior Environmental Scientist 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.
<b>Position Description</b>
Working under established policies and guidelines, the incumbent performs engineering technical work related to the Water Board's implementation of California's Water Supply Strategy and the NPDES stormwater programs. Using engineering and regulatory skills, the incumbent will evaluate, review, check, and interpret stormwater permit applications, technical reports, specifications, and monitoring data; issue stormwater permits; identify incentives to increase stormwater capture and use; conduct compliance inspections and audits; prepare reports; and draft orders for Board consideration. The incumbent will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).



<b>Essential Functions (Including percentage of time):</b>	
25%	<p>Use engineering methods and principles to support integration of stormwater capture and infiltration into regional stormwater initiatives. Work with local municipalities and private parties to increase stormwater capture efforts in the region and support implementation steps. Oversee permitting of stormwater capture projects and ensure proper installation and maintenance. Coordinate with staff in the Recycled Water Program and other agencies to support implementation steps associated with the strategy to expand water storage capacity. Support the development of a policy for the infiltration of urban stormwater runoff to promote and encourage stormwater capture through infiltration while maintaining the protection of groundwater resources. Support the integration of stormwater capture and infiltration into statewide stormwater capture initiatives, including the development of new regulations, oversight of statewide and regional staff stormwater capture work group.</p>
20%	<p>Use engineering methods and principles to review applications for issuance and reissuance of Phase I Urban Runoff Stormwater NPDES Permits under Section 402 of the Federal Clean Water Act, and Reports of Waste Discharge under the Porter-Cologne Act. Apply engineering principles and skills to evaluate technical engineering designs and systems to manage stormwater that effectively remove pollutants, maximize groundwater recharge, and protect stream stability. Advise permittees and evaluate permit compliance, including in the implementation of stormwater pollution prevention plans, stormwater best management practices, water quality monitoring, and TMDL-related requirements. Provide information and data management through computer databases, modelling, and/or data analysis software and systems.</p>
15%	<p>Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments, including stormwater capture and use, water quality monitoring, pollutant control, green stormwater infrastructure planning and design, and stormwater control implementation. Coordinate with stakeholders on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions.</p>
15%	<p>Prepare NPDES Permits and Waste Discharge Requirements (WDRs) to specify and manage the authorized discharges, best management practices, monitoring and reporting requirements, and success criteria for stormwater discharges that impact state waters. Use engineering methods and principles to review stormwater pollution prevention plans, annual monitoring reports, environmental monitoring reports, and other technical reports, and conduct inspections to verify compliance with Permit requirements and WDRs. Field inspections include compliance inspections, complaint investigations, and enforcement follow-ups. Perform field verification that the site-specific plans are installed and operating as stated. Conduct field engineering evaluation of pollutant sources, fate, and transport, to assess the management practices, treatment, and pollutant controls onsite. Evaluate field conditions against permit requirements in order to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action as warranted. Prepare written documents that include inspection reports, notices of violations, monitoring and technical</p>



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	report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.
15%	Provide written correspondence regarding projects with external stakeholders, peers, and management. Develop written reports and power point presentations and attend meetings with peers, supervisors, management, and external and other internal stakeholders. Provide the status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Respond timely to inquiries from the regulated community, interested parties, and local, state, and federal agencies. Represent the Water Board as needed in outreach and engagement efforts, including giving presentations and facilitating meetings and workshops. Work with the Water Board's Tribal Coordinator on 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 consistent with Water Code section 13149.2. Support programmatic assessments and help to identify actions to implement the Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, Climate Change Resolution, and California's Water Supply Strategy in integrated water resource management. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Manage stormwater projects and cases by scoping, planning, tracking, and communicating with external stakeholders.
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, utilize a Voice over Internet Protocol (VoIP) phone through Microsoft Teams, and type on a keyboard for extended periods of time. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including municipal stormwater management systems, industrial facilities, construction sites, roads, and streams, wetlands, ponds/lakes, and shorelines.	
<b>Typical Working Conditions:</b>	
The standard work schedule is Monday through Friday. Travel may be required locally and within the state.	



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<b>Supervisor Statement</b>		
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