



Classification: Water Resource Control Engineer
 Position Number: 880-455-3846-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-455-005	Classification Title: Water Resource Control Engineer	Position Number: 880-455-3846-XXX
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Drinking Water/Northern California Drinking Water Field Operations Branch		Section/Unit: North Coastal Section-Section II/Santa Clara District (District 17)
Supervisor's Name: Thuy Van Tsang		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: December 11, 2024

General Statement
Under the close supervision of a Senior Water Resource Control Engineer (Supervisory) of the Santa Clara District in the Division of Drinking Water's (DDW's) Richmond Office with the State Water Resources Control Board (SWRCB) 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 (WRCE) is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Specific responsibilities include:

Essential Functions (Including percentage of time):

30%	Conduct inspections of public water systems. On-site inspection activities include physical inspection of water source intakes, treatment plants, storage, and distribution facilities. Other surveillance activities involved in the inspection of public water systems include review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; preparation of technical reports and letters documenting inspections and required corrective actions
25%	Use engineering knowledge and technical expertise to prepare and review technical reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities. Make and check engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conduct on-site field inspections of water system facilities as part of permit application processing.

Marginal Functions (Including percentage of time):

10%	Provide engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Assist with departmental research projects, policy development and studies.
10%	Applying engineering expertise, conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review and signature. Track compliance dates and take necessary follow-up actions to ensure public water systems comply with directives of the Division.
10%	Navigate various computer databases to track funding projects, water quality sampling and reporting compliance. Review plans for public water treatment plants and proposed projects for recycled water reuse to determine compliance with health and engineering standards and regulations. Review and comment on environmental impact reports to local agencies.



5%	Assist in conducting engineering investigations of water quality problems, such as those resulting from a response to an emergency such as a fire, flood, earthquake, chemical or bacteriological contamination of public water supplies.
5%	Consult with and advise a variety of health and other public officials, engineers, attorneys, water consumer groups, environmental justice groups and others on public health aspects of water supply quality control programs. Assist in making presentations to interested groups on a variety of health-related water supply matters.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/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/or documents. Navigate uneven, rugged terrain for extended periods of time including hiking and climbing tanks, in extreme temperatures throughout the workday, standing/sitting for long periods of time. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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. Collaboration with field operation branch staff will require in-office participation with local staff.

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
Thuy Van Tsang		
Employee Name	Employee Signature	Date