



Classification: Water Resource Control Engineer
 Position Number: 880-130-3846-013

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-130-060	Classification Title: Water Resource Control Engineer	Position Number: 880-130-3846-013
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R09
Division/Office: Region 3 / Central Coast Water Board		Section/Unit: Waste Discharge Requirements
Supervisor's Name: Jennifer Epp		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 12/16/2024

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
The Water Resource Control Engineer protects human health and the environment through permitting waste discharges to land. They are expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Must possess a valid driver's license and be able to operate motorized vehicle to inspection sites.



Essential Functions (Including percentage of time):	
20%	Write permits and general permit enrollments for facilities that discharge industrial, municipal, and domestic wastewater to land and underlying groundwater, such as wastewater treatment plants, onsite wastewater treatment systems, wineries, fruit and vegetable processors, recycled water projects, managed aquifer storage and recovery projects, and pesticide and fertilizer handling facilities, for the protection of groundwater quality. Analyze existing and proposed projects and data with respect to impacts of discharges of wastewater to land on groundwater quality and compliance with Central Coast Water Board Basin Plan water quality objectives. Develop and apply limits to wastewater discharges. Apply engineering principles to analyze engineering designs and plans. Evaluate impacts of climate change and adaptation measures for existing and proposed facilities.
20%	Review compliance with permit requirements of assigned facilities; prepare accurate and complete documentation in the form of memos, correspondence, and engineering reports; interpret and apply pertinent laws, regulations, policies, and guidelines; and maintain cooperative and productive relations with the public.
20%	Using sound engineering judgment, follow up with discharger non-compliance and complaints and prepare, implement, and track enforcement actions. Prepare enforceable letters, reports, and orders; meet with dischargers relative to enforcement; perform field investigations; perform file reviews; and prepare materials for Water Board meetings. Provide compliance assistance to permittees.
15%	Arrange necessary meetings, provide necessary correspondence, and develop and finalize reports that are adequately supported by and compliant with the California Water Code. Prepare presentations and related documentation for Board meeting presentations and other public presentations.
10%	Travel, as necessary and as efficiently as possible, to collect samples, conduct site inspections, and meet with responsible parties, consultants, and agencies. By means of field inspections and review of technical data, determine compliance with Water Board wastewater permits and the California Water Code. In doing so, use knowledge of water quality, pollutant transport, hydrology, chemistry, and fundamental principles of engineering . Occasional overnight travel may be required.



10%	Interact with Water Board staff and the public in a courteous, collaborative, and professional manner. Respond to public inquiries, such as requests for permitting information, file review requests, as well as other telephone calls, emails, and letters. Provide timely, complete, and accurate responses to public inquiries. Participate in media inquiries, prepare presentations and participate in Water Board meetings, and participate in public activities as a representative of the Water Board. Ensure that Water Board databases and filing systems (e.g., California Integrated Water Quality System (CIWQS), Electronic Content Management (ECM), and GeoTracker) are up to date for all assigned facilities.
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Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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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. During field work, the job requires the navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time and the ability to lift 20 pounds, bend and reach to load equipment in and out of vehicles.

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. Mandatory overtime, including evening and weekend work may be necessary during the year. Travel will be required locally and within the state including overnight stays.

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