



Classification: Water Resource Control Engineer
 Position Number: 880-120-3846-101

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-120-047	Classification Title: Water Resource Control Engineer	Position Number: 880-120-3846-101
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: December 2024
Tenure: Permanent	Time Base: Full-time	CBID: R09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Groundwater Water Protection and Waste Containment Division / Department of Defense Section 1
Supervisor's Name: Nathan King		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 12/2024

General Statement
Under the close supervision of a Senior Engineering Geologist 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 is responsible for overseeing the investigation, remediation, and closure of polluted sites. Duties include managing projects, evaluating technical reports, analyzing environmental data, preparing written requirements, communicating with the public, working collaboratively in groups, maintaining electronic databases, performing site inspections, and maintaining health and safety training.



Essential Functions (Including percentage of time):

40%	Use engineering and technical knowledge to oversee the investigation and remediation of military and non-military sites with polluted soil, soil gas, groundwater, indoor air, surface water, and sediment in accordance with applicable state and federal laws, regulations, policies, and guidance. Oversee the cleanup of military sites in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA; also known as Superfund) and other applicable regulations, such as the National Contingency Plan (NCP). Review and evaluate the acceptability of reports (e.g., work plans, completion reports) related to investigation, remediation, and mitigation projects involving the following: feasibility studies, risk assessments, contaminant treatment technologies, cost estimates, engineering plans and specifications, construction as-built drawings, performance determinations, vapor mitigation systems. Use engineering knowledge, skills, and training to evaluate potential future site impacts from climate change as they relate to water quality and/or management of cleanup sites, and adaptation planning. Analyze environmental data and other information to evaluate compliance with Water Board directives, the need for further investigation and remediation, potential enforcement actions, and case closure.
25%	Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and PowerPoint 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 Department of Defense/Cost Recovery cases. Prepare written requirements, cleanup and abatement orders, reports, comments, approval letters. Prepare orders and informational items for Board consideration. Identify interested parties, coordinate with legal counsel, review and respond to comments, and prepare Board agenda packages and presentations. Prepare fact sheets and other documents to inform public awareness. Attend and present at public or community meetings that may be held during or after regular business hours. Respond to public requests for information.
15%	Manage Department of Defense/Cost Recovery cases by scoping, planning, tracking, and communicating with external stakeholders. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects within budgeted hours. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.
15%	Use and maintain the GeoTracker database and other electronic systems for storing, tracking, and sharing relevant project information including case status, regulatory actions, correspondence, and document submittals. Prepare accurate and timely daily logs for cost recovery. Perform site inspections to evaluate regulatory compliance. Identify instances of significant non-compliance. Evaluate the need for and make recommendations for enforcement actions. Maintain health and safety training and comply with applicable health and safety procedures. Respond to public requests for information.



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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 an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, 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. May be required to navigate uneven, rugged terrain for extended periods of time, potentially in extreme temperatures.

Typical Working Conditions:

The standard work schedule is Monday through Friday. The incumbent may partially telework based on Unit needs and in-office telework requirements. Attending evening or weekend meetings may be necessary several times during the year. 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