



Classification: Student Assistant Engineering and Architectural Sciences
 Position Number: 880-550-4871-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-117	Classification Title: Student Assistant Engineering and Architectural Sciences	Position Number: 880-550-4871-903
Incumbent Name: Vacant	Working Title: Student Assistant Engineering and Architectural Sciences	Effective Date: TBD
Tenure: Non-Tenured	Time Base: Intermittent	CBID: R11
Division/Office: Division of Financial Assistance		Section/Unit: Small Community Drinking Water / Wastewater Planning and Construction Section
Supervisor's Name: Matthew Freese		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Fisher-Linn</i>	Date: 12/18/2024

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 Student Assistant Engineering and Architectural Sciences performs a variety of sub-professional tasks related to the planning, design, construction and implementation of water quality protection and improvement projects. Projects are related to wastewater, drinking water, water recycling, and integrated regional water management. Knowledge of basic engineering principles is necessary for the incumbent to be successful in the position.
Essential Functions (Including percentage of time):



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45%	Assist staff with a variety of complex project management tasks related to technical assistance, planning, design, construction, and implementation of wastewater, drinking water, and water recycling quality, protection, and improvement projects.
30%	Assist staff with the management of project files, supporting documentation, logs, site inspection reports, databases, project management systems, engineering plans and specifications, digital photos, and other project information as required. Update and organize program filing systems and libraries.

Marginal Functions (Including percentage of time):

10%	Assist staff with reviewing and analyzing projects, reports, and proposals for technical/engineering soundness, compliance with State and Federal laws and State Water Board Policies, Guidelines, and procedures.
10%	Assist staff with the development of guidelines, policies, and procedures for implementation and administration of State Water Board funding programs.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a 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.

Typical Working Conditions:

The incumbent works in a high-rise officed building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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