



Classification: Water Resource Control Engineer
 Position Number: 880-120-3846-079

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-120-051	Classification Title: Water Resource Control Engineer	Position Number: 880-120-3846-079
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time (FT)	CBID: R09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Watershed Management Division / Stormwater (Industrial and Construction), Recycled Water, and Waste Discharge to Land Section / Stormwater
Supervisor's Name: Margaret Monahan		Supervisor's Classification: Sr. Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 12/30/2024

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
Working under established policies and guidelines, the incumbent performs engineering technical work related to the Water Board's implementation of the National Pollutant Discharge Elimination System (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; 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).



Essential Functions (Including percentage of time):	
30%	Use engineering methods and principles to review applications for issuance and reissuance of stormwater NPDES permits under Section 402 of the Federal Clean Water Act, including municipal, small and non-traditional municipal, industrial, and construction. Apply engineering principles and skills to evaluate technical engineering designs and systems to manage stormwater that effectively remove pollutants, maximize groundwater recharge and stormwater reuse, 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 Total-Maximum-Daily-Load-related requirements. Provide information and data management through computer databases, modelling, and/or data analysis software and systems.
20%	Work collaboratively in groups internally and with external interested parties to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments, including stormwater management, water quality monitoring, pollutant control, green stormwater infrastructure planning and design, and stormwater control implementation. Coordinate with interested parties on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions.
20%	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 permits are being appropriately implemented and that site-specific measures 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 to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action. Prepare written documents that include inspection reports, notices of violations, monitoring and technical report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.
15%	Provide written correspondence regarding projects with external interested parties, peers, and management. Develop written reports and power point presentations and attend meetings with peers, supervisors, management, and external interested parties. 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 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.
--	--

Marginal Functions (Including percentage of time):

10%	Manage stormwater projects and cases by scoping, planning, tracking, and communicating with external interested parties, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

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.

Typical Working Conditions:

The standard work schedule is Monday through Friday. 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