



Classification: Water Resource Control Engineer  
 Position Number: 880-130-3486-009

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-130-067	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-130-3846-009
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> R09
<b>Division/Office:</b> Region 3 / Central Coast Water Board		<b>Section/Unit:</b> WWC/NPDES - NPDES
<b>Supervisor's Name:</b> Arwen Wyatt-Mair		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 01/20/2025

<b>General Statement</b>
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.
<b>Position Description</b>
The Water Resource Control Engineer will assess, review reports, oversee, and permit discharges of waste from wastewater facilities, desalination facilities, and water reclamation projects to waters of the United States. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



<b>Essential Functions (Including percentage of time):</b>	
35%	Assess waste discharges from wastewater facilities, desalination facilities, and water reclamation projects and identify impacts of waste discharges on receiving waters. Assess facility susceptibility to climate change and related coastal hazards. Identify controls to mitigate impacts of waste discharges and climate change adaptation strategies. Develop requirements and write permits for waste discharges, including monitoring programs to assess compliance with permit requirements. Prepare staff reports and present permits at Central Coast Water Board meetings. Duties include preparation of staff letters and reports, meeting with dischargers, and report and file reviews.
30%	Review submittals, including technical reports and database entries, to determine compliance with schedules, requirements, prohibitions, standards, and limitations. Review and analyze technical data. Evaluate laboratory procedures, field techniques, work plans, technical reports, and operation plans prepared by others. Maintain databases. Prepare appropriate written and oral comments and directives that are clear and concise on permit requirements and other reports. Provide guidance and regulatory oversight to regulated facilities.
15%	Conduct site inspections, including sample collection and preparation of inspection reports. Review and evaluate operation and maintenance of treatment facilities, monitoring reports, selected sampling points, and laboratory techniques to evaluate a facility's performance and actual or potential effects on receiving waters and risk to human health and ecological receptors. Investigate complaints and incidents involving discharges of waste to the environment.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Identify discharger non-compliance and prepare and implement enforcement actions. Duties include preparing staff letters, reports, and orders; meeting with dischargers relative to enforcement; field investigations; report and file review; and preparation of materials for Central Coast Water Board meetings, referrals to the Attorney General, and judicial proceedings. Assist with appeals. Interpret and apply pertinent laws, regulations, policies, and guidelines.
5%	In a courteous and helpful manner, respond to public inquiries, such as personal visits, telephone calls, and letters. Prepare news releases, participate in media interviews, prepare exhibits, participate in Central Coast Water Board hearings, and participate in public activities as a representative of the Central Coast Water Board.
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 or stand at a desk, utilize a phone, and type on a keyboard for extended periods of time; to lift 15 pounds; to bend and reach above shoulders to retrieve files, documents, or equipment; and to inspect water bodies in rugged terrain.

**Typical Working Conditions:**

The incumbent works primarily in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Some field work and occasional overnight travel are 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