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| **DUTY STATEMENT** | | | | | | | | |
| **ORGANIZATION (DIVISION/REGION/BOARD)** | | **UNIT** | | | | **POSITION #** | | **DATE** |
| Central Coast Water Board | | WDR | | | | 880-130-3846-019 | | 7/17/19 |
| **NAME OF EMPLOYEE (IF APPLICABLE)** | | | | | | | | |
|  | | | | | | | | |
| **CURRENT CLASSIFICATION** | | | **PROPOSED CLASSIFICATION (IF APPLICABLE)** | | | | | |
| Water Resources Control Engineer | | |  | | | | | |
| **NAME OF SUPERVISOR** | | | | | | | | |
| Jennifer Epp | | | | | | | | |
| **CURRENT CLASSIFICATION OF SUPERVISOR** | | | | | **REVIEWED AND APPROVED BY SIGNATURE** | | | |
| Sr. WRCE | | | | |  | | | |
| **SUPERVISION EXERCISED (IF APPLICABLE)** | | | | | | | | |
| **1. DIRECTLY SUPERVISED** | | | | **2. INDIRECTLY SUPERVISED** | | | | |
| **NO. OF**  **EMPLOYEES** | **CLASS TITLE** | | | **NO. OF EMPLOYEES** | | | **CLASS TITLE** | |
|  |  | | |  | | |  | |
| **DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.** | | | | | | | | |
| **% OF TIME** | **DUTIES** | | | | | | | |
| 20%  20%  20%  15%  10%  10%  5% | Under the close supervision of the Senior Water Resources Control Engineer, the employee shall apply current engineering and scientific principles to developing and overseeing waste discharge requirement permits, monitoring programs, and related regulatory measures for assigned facilities and projects to protect our groundwater resources from pollution. 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 input when completing work assignments.  In this effort, be consistent with, among other factors, current engineering principles, science, agency goals, relevant water quality plans and policies, compliance with applicable laws and regulations, economic and socio-economic factors, and dischargers' rights.  Write permits (and enroll facilities in general permits) that discharge industrial, municipal, and domestic wastewater to land (and subsurface) such as wastewater treatment plants, onsite wastewater treatment systems, wineries, fruit and vegetable processors, recycled water projects, managed aquifer storage and recovery projects, and facilities handling pesticides and fertilizers. Analyze existing and proposed projects and data with respect to the discharge of wastewater to land’s impact on groundwater quality and compliance with Central Coast Water Board Basin Plan water quality objectives. Develop and apply limits to wastewater discharges. Assess impacts to water quality by wastewater discharges. Evaluate impacts of climate change and adaptation measures for existing and proposed facilities.  Interpret and apply pertinent laws, regulations, policies, and guidelines; review compliance with permit requirements of assigned facilities; prepare accurate and complete documentation in the form of memos, correspondence, and engineering reports; and maintain cooperative and productive relations with the public.  Use sound engineering judgment, follow up with discharger non-compliance, and prepare, implement, and track enforcement and complaints. Prepare enforceable letters, reports, and orders; meet with the discharger relative to enforcement; field investigations; report and file reviews; prepare materials for Water Board meetings; and submit referrals to the State Attorney General. Provide compliance assistance to permittees.  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 Regional Board presentations and other public presentations.  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, employee shall use knowledge of water quality, pollutant transport, chemistry, and fundamental principles of engineering. Occasional overnight travel may be required.  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, telephone calls, emails, and letters. Responses to public inquiries shall be timely, complete, and accurate. 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., CIWQS, ECM, and GeoTracker) are up to date for all assigned facilities.  Other duties as required.  Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

Revised 4/30/19