

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB-DIVISION OF DRINKING WATER-NORTH COASTAL SECTION	UNIT SAN FRANCISCO DISTRICT OFFICE	POSITION # 880-455-3846-008	DATE December 2019
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION WATER RESOURCES CONTROL ENGINEER		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR MARCO PACHECO			
CURRENT CLASSIFICATION OF SUPERVISOR SENIOR WATER RESOURCE CONTROL ENGINEER		REVIEWED AND APPROVED BY SIGNATURE	
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		
	<p>The Water Boards' value diversity at all levels of the organization and are committed to fostering an environment in which employees from a variety of backgrounds, cultures and personal experience are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission to preserve, enhance and restore the quality of California's water resources.</p>		
	<p>Under the close supervision of the Senior Water Resource Control Engineer, the Water Resource Control Engineer (WRCE) performs a variety of engineering work relating to public water systems. Consistent with good customer service practices and the goals of the State Water Board Strategic Plan, the incumbent is expected to be courteous and provide prompt responses to internal and external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.</p>		
30%	<p>Travel to inspection sites and conduct inspections of public water systems. On-site inspection activities include physical inspection of water source intakes, treatment plants, storage reservoirs, pump stations, and distribution facilities. These activities require the engineer to have the ability to navigate uneven terrain for extended periods of time during a workday. Other surveillance activities involved in the inspection of public water systems include review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; and preparation of reports and letters documenting inspections and required corrective actions. Communicate findings with the supervisor and water system personnel.</p>		
20%	<p>Prepare or review reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and</p>		

	collection systems, and other related construction activities which will also include funding projects. Make and checks engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conduct on-site field inspection of water system facilities as part of permit application processing.
15%	Provide engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Provide assistance for departmental research projects, policy development and studies.
10%	Maintain knowledge of current and applicable State laws and regulations. Initiates enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Drafts enforcement letters, citations, and compliance orders for the supervisor's review and signature. Tracks compliance dates and initiates necessary follow-up action to ensure public water systems comply with directives of the Division.
10%	Review engineering plans and specifications for proposed water system improvements, proposed State-funded projects, and proposed projects for recycled water reuse to determine compliance with health and engineering standards and regulations. Reviews and comments on environmental impact reports to local agencies.
5%	Maintain and updates computer databases as needed. Tracks water quality sampling and reporting compliance using various computer databases and paper files. Reviews monthly water quality and treatment records. Reviews and evaluates laboratory data to assist and advise water systems in determining appropriate treatment methods to resolve water quality problems.
5%	Review and evaluate laboratory data to assist and advise water systems in determining appropriate treatment methods to resolve water quality problems. Inspect construction sites and verifies compliance with the plans and specifications in order to process Safe Drinking Water State Revolving Fund claims. Draft necessary correspondence for the supervisor's signature. Consult with and advises a variety of health and other public officials, engineers, attorneys, water consumer groups, and others on public health aspects of water supply quality control programs. Prepare and makes presentations on a variety of health-related water supply matters. Participate in Division research projects, policy developments and studies. Conduct investigations of water quality problems including collecting water quality samples. Provide technical assistance to public water system personnel. Participate in emergency response activities as needed.
5%	Other duties as required.
	Employee Signature: _____ Date Signed: _____