

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD)	UNIT	POSITION #	DATE
Division of Water Quality	WDR Unit	880-250-3846-122	
NAME OF EMPLOYEE (IF APPLICABLE)			
Vacant			
CURRENT CLASSIFICATION		PROPOSED CLASSIFICATION (IF APPLICABLE)	
Water Resource Control Engineer			
NAME OF SUPERVISOR			
Laurel Warddrip			
CURRENT CLASSIFICATION OF SUPERVISOR		REVIEWED AND APPROVED BY SIGNATURE	
Senior Environmental Scientist			
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 Environmental Scientist, Waste Discharge Requirement (WDR) unit chief, 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. Specific responsibilities include:</p>		
40%	<p>Assist in the statewide program planning, implementation, and coordination to address the backlog of WDR permits. Prepare general WDRs and supporting California Environmental Quality Act documents as necessary. Using professional engineering judgement, evaluate the potential for water quality degradation from waste discharges to land from municipal, industrial, or domestic wastewater sources. Review hydrogeology reports, wastewater treatment reports, technical publications, and other technical documents related to wastewater generation, treatment, and groundwater quality.</p>		
20%	<p>Provide WDR program support for various Water Board databases, such as the California Integrated Water Quality System and GeoTracker. Use geographic information systems, modeling, and data analysis to develop WDR program tools and deliverables. Present technical recommendations to the unit chief and the statewide WDR program roundtable.</p>		
15%	<p>Provide courteous and timely responses to internal and external customers, follow through on commitments, solicit internal and public input when completing work assignments, and complete WDR program internet webpage updates.</p>		
10%	<p>Travel by automobile, bus, or airplane, with infrequent overnight stays, to meetings or</p>		

site visits throughout California.

5% Analyze proposed legislation that may affect the WDR Program.

5% Develop and manage WDR program contract proposal packages and deliverables.

5% Perform other duties as required.

Employee Signature: _____ Date Signed: _____