

PROPOSED

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) San Francisco Bay Regional Water Board		UNIT NPDES 2	POSITION # 880-120-0762-XXX	DATE September 29, 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Water Resource Control Engineer			PROPOSED CLASSIFICATION (IF APPLICABLE) Environmental Scientist	
NAME OF SUPERVISOR Jessica Watkins				
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	
N/A		N/A		
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, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California’s water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>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.</p> <p>Specific responsibilities include:</p>			
15%	<p>Represent the Regional Water Board at Bay Area Pollution Prevention Group meetings. Track submittals and review annual pollution prevention reports. Attend pollution prevention-related conference as directed. Select the awardee and present the annual Teng-chung Wu Pollution Prevention Award. Oversee the monthly “No Drugs Down the Drain” pharmaceutical waste collection bin. Submit comment letters on U.S. EPA pesticide registration reviews. Prepare Executive Officer Report items as necessary.</p>			
15%	<p>Using good scientific judgment, oversee assigned cases for compliance with permit and enforcement order requirements by responding to inquiries, reviewing and evaluating technical and scientific reports, justifying new or updated requirements, and taking appropriate follow-up actions. Evaluate wastewater treatment operations and technical and scientific documentation related to wastewater treatment and compliance. Evaluate monitoring and other technical and scientific data for completeness and compliance with requirements. Follow-up on reported spills in accordance with spill response protocols using good scientific judgment.</p>			

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15%	Prepare waste discharge requirements and general permits for wastewater treatment systems using scientific principles and knowledge of physical, biological, and chemical treatment in accordance with federal Clean Water Act, California Water Code, and related regulations, (i.e., write draft permits, including discharge prohibitions, technology-based and water quality-based effluent limitations, and specific provisions; write supporting fact sheets; and draft monitoring and reporting programs). Prepare and present packages for Water Board hearings (i.e., review and respond to stakeholder comments; coordinate with legal counsel; prepare agenda packages; make presentations during hearings; prepare final orders; and compile administrative records and responses for orders petitioned to State Water Board). Serve as expert witness in Water Board and court actions.
15%	Inspect wastewater treatment and collection facilities and prepare inspection reports to evaluate compliance with waste discharge requirements, general permits, enforcement orders, pretreatment program requirements, requirements to submit technical and scientific data, and other water quality protection requirements.
10%	Oversee implementation of the Mandatory Minimum Penalty (MMP) Program in the San Francisco Bay Region. When there is non-compliance, propose and prepare enforcement actions to address permit violations through the Expedited Payment Letter process. Monitor MMP enforcement actions. Identify and investigate instances of non-compliance with general permits, enforcement orders, requirements to submit technical and scientific data, and other water quality protection requirements based on monitoring data, inspection reports, and other available technical, scientific, and non-technical information. When there is non-compliance, propose and prepare enforcement actions (e.g., notices of violation, administrative civil liabilities, cease and desist orders, and referrals to District Attorney or Attorney General). For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration. Assist others preparing enforcement actions related to assigned cases. Monitor compliance with enforcement actions.
10%	Participate in spill and complaint triage during regular work hours. Respond to spill complaints received from the public and the California Office of Emergency Services in accordance with the San Francisco Bay Regional Water Board's <i>Complaint and Spill Triage Protocols</i> . Attend quarterly spill and complaint triage team meetings.
10%	Answer questions from co-workers and external customers, participate in internal committees and workgroups, and attend staff meetings and trainings. Consult and advise federal, state, and local agencies; the public; and others involved in water quality control in matters pertaining specific cases or permitting in general.
5%	Enter case facts, permit requirements, and compliance information into databases to ensure they are accurate, complete, and up to date. These include the California Integrated Water Quality System (CIWQS) and OnBase (paperless document management system).
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	