

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water	UNIT Southern Engagement Unit	POSITION # 880-460-3846-009	DATE December 29, 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer (WRCE)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Karen Nishimoto			
CURRENT CLASSIFICATION OF SUPERVISOR Senior WRCE, Division of Drinking Water		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		
45%	<p>Under the 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 Water Resource Control Engineer 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> <p>The Water Resource Control Engineer is expected to value and to commit to fostering diversity which includes working with and providing services to a variety of backgrounds, cultures, personal experiences, and unique ideas that inspire innovative solutions to further our mission. This position will primarily focus on efforts related to the Safe and Affordable Drinking Water Program, which will improve climate change adaptation and resiliency of disadvantaged communities by helping public water systems provide an adequate and affordable supply of safe drinking water. The WRCE will focus on consolidation and Administrator activities for affected water systems primarily focused in the Southern California Branch of the Division of Drinking Water (DDW). Responsibilities include, but are not limited to, consolidation of water systems, appointment of administrators, and continuous updating of the needs analysis and assessment activities for affected water systems in California. Travel to perform the duties below is required.</p>		
30%	<p>Assess and identify public water systems that are at risk or are failing to meet drinking water quality standards in coordination with DDW District Engineers, coordinate the steps of potential voluntary or ordered consolidation, and the appointment of Administrators and overseeing their activities. Conduct inspections of small water systems that fail or threaten to fail to provide an adequate supply of safe drinking water to evaluate the potential for consolidation with a receiving water system. Onsite inspection activities include water source intakes, treatment plants, storage and distribution facilities. Review system operational, financial and managerial records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information. Travel to perform these functions is required. Oversee and direct a means of providing interim safe potable water when warranted. Provide technical assistance and work with District staff,</p>		

	<p>receiving water systems, Administrators, and the potentially subsumed water system on compliance orders, solution planning, funding packages, and completion of projects to address drinking water issues. Coordinate and implement public meetings/hearings for each potential consolidation and Administrator project for public comment and testimony. Coordinate all legal issues with State Water Resources Control Board (SWRCB) attorney on voluntary and SWRCB ordered consolidations or extension of service. Consult with the local agency formation commission and with the California Public Utilities Commission when consolidation involves a privately-owned water system.</p> <p>15% Assist in the development of State Water Board policies, legislation, and setting of objectives as part of the management team. Represent the State Water Board in consolidation outreach efforts; give presentations to internal and external groups in culturally diverse and sensitive regions; advocate for community engagement; understand, communicate with and effectively interact with diverse communities; and develop training programs. Evaluate maps, graphics, software, and other materials for effective presentations.</p> <p>5% Answer technical and regulatory questions from the public, State Water Board staff, Regional Water Board staffs, other state and local agencies, and the regulated community. Prepare a variety of special periodic reports. Review and evaluate engineering and technical matters in support of the Field Operations Branches and Program Management Branch. Provide technical support to other State Water Board organizations by the development of policies, strategies, regulations, and guidelines. Represent the DDW Program, SWRCB, and liaison to U.S. Environmental Protection Agency, county health departments, Department administration, and other state and federal regulatory agencies. Attend conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest developments in the water industry.</p> <p>5% Perform other duties, as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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