

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB-DIVISION OF DRINKING WATER-NORTH COASTAL SECTION	UNIT SAN FRANCISCO DISTRICT	POSITION # 880-455-3846-005	DATE January 2022
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NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION WATER RESOURCE CONTROL ENGINEER	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR
 MARCO PACHECO

CURRENT CLASSIFICATION OF SUPERVISOR SR. WATER RESOURCE CONTROL ENGINEER	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
0		0	

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
	Under the close supervision and direction 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. This position requires the Water Resource Control Engineer 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. Specific responsibilities include:
30%	Travels to inspection sites and conducts 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. Communicates findings with the supervisor and water system personnel.
20%	Prepares or reviews reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities which will also include funding projects. Makes and checks engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conducts on-site field inspection of water system facilities as part of permit application processing.

	<p>Provide engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Provides assistance for departmental research projects, policy development and studies.</p> <p>15% Maintains 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.</p> <p>10% Reviews 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.</p> <p>10% Maintains 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.</p> <p>5% Reviews and evaluates laboratory data to assist and advise water systems in determining appropriate treatment methods to resolve water quality problems. Inspects construction sites and verifies compliance with the plans and specifications in order to process Safe Drinking Water State Revolving Fund (DWSRF) claims. Drafts necessary correspondence for the supervisor's signature.</p> <p>5% Consults 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. Prepares and makes presentations on a variety of health-related water supply matters. Participates in emergency response activities as needed.</p> <p>5% Performs other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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