

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Regional Water Quality Control Board	UNIT 165	POSITION # 880-165-3846-012	DATE XX-XX-2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Ghasem Pour-ghasemi			
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		
35%	<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. The Water Resource Control Engineer is required to drive on State business to conduct field work that may involve overnight travel and hiking on uneven ground for extended periods during possible inclement weather. Specific responsibilities include:</p> <p>Provide regulatory oversight of projects involving discharges to groundwater or surface waters and projects intended to restore and/or enhance water quality in the Waste Discharge Requirements, National Pollutant Discharge Elimination System, and Site Cleanup Programs. Specific project types may include discharges related to wastewater treatment plants, confined animal facilities and agricultural activities, sedimentation activities, and minor discharges. Investigate and assess water quality impacts of unauthorized discharges to groundwater and surface waters. Using engineering judgment and principles, perform tasks including: reviewing and evaluating technical reports, preparing correspondence and other documents, preparing new or updating existing waste discharge permits, preparing slides and conducting presentation before the Board and public, working cooperatively with and being responsive to other governmental agencies and the public, attending and conducting meetings with other governmental agencies and the public, reviewing monitoring data, and evaluating sample results to determine whether facilities or projects are in violation of permit requirements and/or water quality objectives for groundwater or surface waters. Oversee compliance with enforcement actions and subsequent required work.</p>		
15%	<p>Prepare informal and formal enforcement actions including verbal and written communications of threatened or actual violations, such as Notice of Violations, Cleanup and Abatement Orders, Cease and Desist Orders, and Administrative Civil Liability Complaints. Prepare staff reports, prepare key issue summaries, conduct</p>		

	investigations, and make presentations to the Regional Board or other agencies. Make recommendations, as necessary, to assist dischargers with compliance.
15%	Conduct field engineering activities related to permit compliance, spills, complaints, infrastructure improvement projects, collecting water and soil samples, and preparing reports. Exercise proper Health and Safety procedures for field activities.
15%	Work with dischargers and local agencies during pre-project design reviews to evaluate effective stormwater best management practices. Review and provide meaningful comments on environmental documents submitted under the California Environmental Quality Act. Represent the Water Board at meetings with dischargers, local agencies, and the public to provide written and oral comments reflecting water quality resources needs.
15%	Analyze water quality and other environmental data for compliance with US Environmental Protection Agency directives and other project objectives, review analytical laboratory quality assurance and quality control data, and prepare reports. Enter and analyze information into spreadsheets or state databases such as California Integrated Water Quality System (CIWQS), Storm Water Multiple Application and Report Tracking System (SMARTS), GEOTRACKER, Electronic Content Management (ECM), time management systems, and other databases.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	