

## DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-3846-901	DATE September 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR James Garrett			
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	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		
45%	<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 incumbent 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. In addition, the incumbent will work on a variety of complex professional tasks related to planning, design, construction and implementation of water quality protection and improvement projects. Knowledge of drinking water and wastewater treatment systems, pumping, storage and distribution/conveyance facilities is necessary for the incumbent to successfully manage projects in this position. Some travel will be required. Specific responsibilities include:</p> <p>Apply engineering knowledge, evaluate and recommend changes, approval, or disapproval of technical proposals, and assist applicants, Administrators, and technical assistance providers in the planning, design, and implementation or construction of cost-effective drinking water and wastewater solutions, including infrastructure projects. Provide overall project management of assigned proposals and applications. Review and analyze projects, reports, and proposals for technical/engineering soundness, compliance with State and Federal laws and State Water Board policies, guidelines, and procedures. Determine conformance with area wide and regional planning objectives. Ensure that all appropriate engineering alternatives and life cycle costs are considered and analyzed, proper conclusions developed, and the recommended alternative is technically feasible considering engineering, environmental, financial, legal, economical, and social constraints. Ensure that proposed projects are technically capable of meeting waste discharge requirements, drinking water standards, and other applicable requirements and policies. Review engineering plans and specifications, knowledge of the design and operation and maintenance (O&amp;M) of drinking water and</p>		

wastewater treatment, storage and distribution/conveyance facilities, and scientific/engineering principles. Where appropriate, ensure proposed projects have included design features to increase climate change resiliency, reduce water consumption, increase energy efficiency, and reduce long-term O&M costs. Consult and coordinate with Division of Drinking Water District Offices, appointed Administrators, local primacy agencies, technical assistance providers, Regional Water Quality Control Boards, U.S. Environmental Protection Agency, other State Water Board Divisions, and other pertinent technical staff to ensure project objectives conform to local, state, and federal laws and regulations. Monitor project progress in order to evaluate percentage of completion and approve progress payments. Project management includes regular communication with engineers, high-level local government officials, representatives, and their consultants, invoice approval, and construction inspections of engineering facilities. Review and provide technical comments on monitoring and reporting plans and draft final project reports. Develop performance standards for relevant projects. Prepare checklists, fact sheets, and agenda items for Division or State Water Board approvals. Present funding program information to stakeholders and present projects at State Water Board meetings for funding approval. Assist applicants with completing application requirements, develop funding agreements, review scopes of work and budget adjustments, and meet funding agreement requirements. Review and update time schedules for submittals to assist administrators toward timely completion of the project(s).

- 15% Ensure project files, supporting documentation, logs, site inspection reports, Geographic Information System files, databases, engineering plans and specifications, digital photos, and other project information are well-organized, complete, and accurate.
- 15% In collaboration with the administration, development, and enhancement of the Division's web-based application, review, and project management systems.
- 10% In collaboration with development of guidelines, policies, and procedures for implementation and administration of State Water Board funding programs, and other duties as assigned by management.
- 10% Travel is required to conduct and attend meetings with federal, state, and local governmental agencies, and the public to interpret relevant laws, regulations, and policies. Actively seek and promote community engagement with the goal to understand, communicate with and effectively interact with diverse communities. Tailor public engagement with the understanding of residents' concerns. In addition, project site visits are required to verify construction and help financial recipients and applicants with technical problems related to projects. Overnight trips may be required, and site visits may include moderate traversing of uneven or steep terrain and navigating stairs.
- 5% Perform other duties as required.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_