

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay Regional Water Board	UNIT NPDES Wastewater and Enforcement	POSITION # 880-120-0764-XXX	DATE 07/11/22
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NAME OF EMPLOYEE (IF APPLICABLE)

Vacant

CURRENT CLASSIFICATION

Senior Water Resource Control Engineer

PROPOSED CLASSIFICATION (IF APPLICABLE)

Senior Environmental Scientist

NAME OF SUPERVISOR

Bill Johnson

CURRENT CLASSIFICATION OF SUPERVISOR

Environmental Program Manager I

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
3	Water Resource Control Engineer		
1	Environmental Scientist		
2	Scientific Aid		

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 general supervision of an Environmental Program Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent will direct the activities of one of the NPDES Wastewater and Enforcement Division's wastewater sections. The section consists of technical staff responsible for overseeing permitting and compliance for various wastewater collection and treatment system discharges. This work includes spill and complaint triage, inspections, investigations, and related enforcement. It also involves oversight of pretreatment and pollution prevention programs.</p> <p>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. Specific responsibilities include:</p> <p>In collaboration with external stakeholders and consistent with supervisor's priorities, manage National Pollutant Discharge Elimination System (NPDES) projects by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met; establish, adapt, and meet milestones and completion dates of assigned tasks and projects. The technical work involves issuing NPDES permits for various wastewater discharges and ensuring compliance with NPDES permits and other types of permits, including waste discharge requirements for sanitary sewer collection systems. The scientific technical work involves reviewing laboratory data and monitoring reports, undertaking inspections and investigations, and pursuing related enforcement so as to account for, and prevent, harm to water quality, aquatic life, and human health. Using scientific knowledge and expertise, oversee the pretreatment and pollution prevention programs to account for the physical, chemical,</p>

	and biological properties of pollutants and their sources, toxicity, fate, and transport. Also direct spill and complaint triage.
25%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, management, and external stakeholders. This includes communicating with people from different racial, ethnic, and cultural groups. Provide status of tasks or projects, share scientific technical and regulatory information, seek input, and facilitate and support decisions.
20%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments. Collaborate with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity. Coordinate within and across divisions with respect to contaminants of emerging concern, aquatic toxicity, nutrients, climate change, and other scientific matters related to the NPDES wastewater program. Represent the Regional Water Board on statewide and regional issues, and coordinating the Region's activities with the State Water Resources Control Board, U.S. EPA, and other regions, and participating in the NPDES and Enforcement Roundtables and other statewide forums.
15%	Perform administrative and supervisory work associated with this position, including hiring new staff, preparing individual work plans, providing appropriate training, tracking time, reporting outputs, conducting performance evaluations, and undertaking necessary personnel actions.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	