

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB-DIVISION OF DRINKING WATER-CENTRAL CA SECTION	UNIT TEHACHAPI DISTRICT OFFICE	POSITION # 880-458-4871-903	DATE OCT. 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION STUDENT ASSISTANT (ENGINEERING & ARCHITECTURAL SCIENCES)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR JASWINDER (JESSE) DHALIWAL			
CURRENT CLASSIFICATION OF SUPERVISOR SENIOR SANITARY 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		
	Under the close supervision of a Senior Sanitary 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. Specific responsibilities include:		
20%	Assist in the review, analysis and processing of bacteriological data for public water systems to determine compliance with bacteriological drinking water standards and monitoring and reporting requirements. Draft correspondence and enforcement actions for bacteriological water quality and procedural violations for review by the Senior Sanitary Engineer. Follow up on enforcement action directives until compliance is achieved		
20%	Navigate various computer databases to track water quality sampling and reporting compliance. Assist in the preparation and maintenance of various suitable databases to track the water quality monitoring reports received. Assist staff in generating chemical monitoring schedules for public water systems on a routine basis using the Water Quality Inquiry scheduler. Prepare simple and routine reports of water quality data as needed for determining water system compliance. Draft water quality reminder letters and emails to assist public water systems in remaining in compliance with regulatory requirements.		
15%	Learn and help maintain SDWIS State database. Work with the Tehachapi District SDWIS coordinator to help timely entry of data into SDWIS State and proper maintenance of SDWIS State. Learn and help maintain the Deadline Enforcement Assistance Database (DEAD).		
10%	Files, photocopies, answers phone, opens mail, answers doorbell, and assists in conducting mass mail-outs to water systems.		

10%	Assist staff in the review of incoming chemical Water Quality Monitoring reports for water systems to determine compliance with monitoring requirements as well as determining if results meet the maximum contaminant level. Provide technical assistance to public water systems on water quality issues.
5%	Drafts simple letters, enforcement letters, and citations for the Senior Sanitary Engineer's review and signature. Helps track compliance dates and takes necessary follow-up action to ensure public water systems comply with directives of the Division of Drinking Water
5%	Obtains locational information for water system sources and treatment plants using GIS data collection systems and software. Compiles this information along with an inventory of possible contaminating activities and well construction data to produce drinking water source assessment reports as part of the Division's Drinking Water Source Assessment Program.
5%	Reviewing and summarizing technical articles, library research, and the collection and transportation of water quality samples
5%	Performs other duties as required.
Employee Signature: _____ Date Signed: _____	