

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-3846-262	DATE October 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer (WRCE)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Vacant			
CURRENT CLASSIFICATION OF SUPERVISOR Senior WRCE		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		
40%	<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. In addition, the WRCE works on a variety of complex professional tasks related to planning, design, construction, management, and implementation of water recycling, quality, protection, and improvement projects. Knowledge of drinking water, wastewater treatment systems and water pumping, storage, and distribution facilities is necessary to successfully manage projects in this position. Some travel will be required. Specific responsibilities include:</p> <p>Use engineering knowledge to evaluate and recommend changes, approve/disapprove technical proposals, and assist applicants in the planning, design, and construction of drinking water, wastewater, and water recycling quality, protection, and improvement projects. Provide overall project management of assigned proposals and applications, and provide technical assistance to small, disadvantaged communities. 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 wastewater, drinking water, water recycling and regional planning objectives. These reviews also include ensuring that all appropriate engineering alternatives are considered and analyzed, proper conclusions developed, and the recommended alternative is technically feasible considering engineering, environmental, financial, legal, economic, and social constraints. Ensure that proposed projects are technically capable of meeting waste discharge requirements, drinking water standards, water recycling regulations, and total maximum daily loads and that they align with any watershed management plans and other pertinent water quality orders and policies. This requires review of engineering plans and specifications, knowledge of water treatment, storage and distribution facilities, and scientific/engineering principles. Consult and coordinate with other federal and state agencies, other Water Board</p>		

	Divisions and Offices, and other pertinent technical staff to ensure project objectives conform to Water Reuse Regulations, State Water Board's Ocean Plan, each Regional Water Board's Basin Plan, the Federal Safe Drinking Water Act, Clean Water Act, the Porter Cologne Act, California Environmental Quality Act (CEQA), funding program policy/guidelines, and other local state and federal laws and regulations. Monitor project progress 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.
20%	Collaborate with applicants to complete 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).
10%	Manage project files, supporting documentation, logs, site inspection reports, Geographic Information System files, databases, engineering plans and specifications, digital photos, and other project information.
10%	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.
5%	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. In addition, project site visits are required to verify construction and help financial recipients and applicants with technical problems related to projects.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	

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