

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay RWQCB	UNIT Recycled Water & Wastewater	POSITION # 880-120-3846-025	DATE October 11, 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Margaret Monahan			
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
	Not Applicable		Not Applicable
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		
	<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 Boards' 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. Working under established policies and guidelines, the incumbent will perform engineering technical work related to the Board's implementation of the Onsite Wastewater Treatment System (OWTS) Policy and Waste Discharge Requirements (WDR) Program. Using their knowledge of engineering principles and water resources management relating to treatment and disposal of sewage and other wastewaters, the incumbent will evaluate, review, check, and interpret permit applications, engineering reports, specifications, and monitoring data; inspect facilities; prepare reports; and draft orders for Board consideration. The incumbent will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), GeoTracker, and Paperless Office (ECM). Specific responsibilities include:</p>		
30%	<p>In collaboration with external stakeholders and consistent with supervisor's priorities, manage the OWTS Program and assigned WDR Program projects and cases 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. OWTS Program management includes review and follow up on OWTS Local Agency Management Programs (LAMPs) and local agency annual reports; evaluation of local agency compliance with the OWTS Policy and LAMP; support of local agencies in permitting individual OWTS; and technical review of proposed revisions to local agency OWTS ordinances and regulations. In addition, the technical support on OWTS-related issues and investigations of OWTS contributions to bacteria and nutrient impaired waterbodies; and coordination internally and externally to proactively address failing and inadequate OWTS or cumulative impacts related to OWTS to ensure protection of groundwater</p>		

	resources. WDR Program projects and cases include independent problem-solving and identification of creative solutions responsive to site constraints.
20%	Permit new and existing facilities by preparing individual and general WDRs and by enrolling facilities into general WDRs (e.g., the statewide general WDRs for small domestic wastewater treatment systems, and the statewide general WDRs for winery process water). Review and evaluate permit applications and technical reports for completeness and accuracy; inspect facilities prior to permit preparation or enrollment as appropriate; and perform data entry and statistical/engineering calculations to develop appropriate permit requirements. Prepare appropriate monitoring program requirements; engage the public and respond to all public comments; and prepare staff reports, agenda board packages, administrative records and presentations. Participate in meetings related to the permit development, public comment and adoption, including Regional Water Board hearings; and provide staff support in response to petitions and enforcement actions.
20%	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 technical and regulatory information, seek input, and facilitate and support decisions. Respond timely to inquiries from the regulated community, interested parties, and local, state, and federal agencies. Represent the Regional Water Board as needed by participating in meetings with other agencies, the regulated community, and the public. Follow up on complaints and spills reported related to permitted and unpermitted facilities.
15%	Evaluate permitted facility compliance by reviewing self-monitoring reports and conducting field inspections. Field inspections include compliance inspections, complaint investigations, and enforcement follow-ups. Perform field verification that the site-specific plans contained in the site's permit-required documents are installed and operating as stated. Conduct field engineering evaluation of pollutant sources, fate, and transport, to assess the management practices, treatment, and pollutant controls onsite. Evaluate field conditions against permit requirements in order to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action as warranted. Prepare written documents that include inspection reports, notices of violations, monitoring and technical report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.
10%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to technical expertise and assignments. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	