

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB-Division of Drinking Water	UNIT Sonoma District	POSITION # 880-454-3844-XXX	DATE October 2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Senior Sanitary Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE) Senior Water Resource Control Engineer	
NAME OF SUPERVISOR Stefan Cajina			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising 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
5	Water Resource Control Engr/ Sanitary Engr/ Assoc. Sanitary Engr	1	Environmental Scientist
		1	Staff Services Analyst
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 supervision of a Supervising 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:		
30%	Supervise field engineers, other technical staff, and clerical personnel. Provide leadership, establish program priorities in line with directives received from the Supervising Sanitary Engineer, North Coastal Section; the Principal Engineer, Northern California Drinking Water Field Operations Branch; and the headquarters office. Assign work duties, ensure training of staff, guide staff in solving technical problems, evaluate the performance of staff, and take necessary disciplinary actions. Ensure that paperwork and other actions necessary to support the functions of the district office are completed in a satisfactory and timely manner.		
20%	Prepare or review correspondence, reports and other technical documents independently and as directed by management. Supervise the review of plans and specifications to determine compliance with health and engineering standards and regulations. Supervise the performance of sanitary surveys and permit investigations and issue sanitary survey findings and permits to public water systems.		
10%	Consult with and advise water and recycled water utility managers and operators, as necessary, to resolve problems and issues of concern. Work with representatives of local, state, and federal agencies on issues related to the delivery of safe drinking water. Participate in internal and external task forces and committees to develop regulations, guidance documents, and other products related to the implementation of the Safe Drinking Water Act. Direct or implement special studies and investigations		

	necessary to address specifically identified problems related to delivery of safe drinking water. Provide recommendations to management on regulatory actions and policy.
10%	Enforce a wide variety of regulations and laws pertaining to drinking water and public health; testify at hearings and other judicial proceedings as a technical expert in sanitary engineering.
5%	Supervise the unit's response to emergencies affecting public water systems, including (but not limited to): guidance to water systems on damage assessment, sample plans, public notice, engagement with CA Office of Emergency Services' Standardized Emergency Management System (SEMS); prepare situation reports and other internal communications; respond to inquiries from the news media, public officials, and other agencies; and engage with Water Board emergency operations staff and systems.
5%	Provide technical assistance to local health departments. If applicable, review and evaluate Local Primacy Agencies which have been delegated primacy for regulating small water systems.
5%	Supervise the technical review of funding projects, including funding applications, pilot studies, feasibility studies, engineering reports, plans and specifications, and reimbursement claims.
5%	Represent the Division at various meetings and events with members of the public, water officials, the media, legislators, and other stakeholders. Prepare and deliver presentations on pertinent technical and regulatory issues.
5%	Participate in State Board-sponsored research projects, policy development, and studies. Attend conferences, workshops, seminars, and other training events for the purpose of staying educated in the latest technical and regulatory developments in the water and recycled water industries.
5%	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____