### DUTY STATEMENT

**ORGANIZATION (DIVISION/REGION/BOARD)**
SF Bay Regional Water Board

**UNIT**
NPDES Wastewater and Enforcement

**POSITION #**
880-120-0762-054

**DATE**
December 2022

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**NAME OF EMPLOYEE (IF APPLICABLE)**
Vacant

**CURRENT CLASSIFICATION**
Environmental Scientist

**PROPOSED CLASSIFICATION (IF APPLICABLE)**

**NAME OF SUPERVISOR**
James Parrish

**CURRENT CLASSIFICATION OF SUPERVISOR (Supervisory)**
Senior Environmental Scientist

**REVIEWED AND APPROVED BY SIGNATURE**

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**SUPERVISION EXERCISED (IF APPLICABLE)**

1. **DIRECTLY SUPERVISED**

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<thead>
<tr>
<th>NO. OF EMPLOYEES</th>
<th>CLASS TITLE</th>
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2. **INDIRECTLY SUPERVISED**

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<tr>
<th>Class Title</th>
<th>No. of Employees</th>
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**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.

<table>
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<tr>
<th>% OF TIME</th>
<th>DUTIES</th>
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<tr>
<td>30%</td>
<td>Under the close supervision of a Senior Environmental Scientist and in accordance with federal and state water quality laws, regulations, and policies and guidelines, the incumbent will perform difficult professional water quality control-related technical work. The incumbent will lead complex projects in support of technical, scientific, and programmatic functions. 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 duties are as follows: Prepare National Pollutant Discharge Elimination System (NPDES) permits for various wastewater treatment systems using scientific principles and knowledge of physical, biological, and chemical treatment in accordance with federal Clean Water Act, California Water Code, and related regulations, (i.e., write draft permits, including discharge prohibitions, technology-based and water quality-based effluent limitations, and specific provisions; write supporting fact sheets; and draft monitoring and reporting programs). Prepare and present packages for Water Board hearings (i.e., review and respond to stakeholder comments, coordinate with legal counsel, prepare agenda packages, give presentations during hearings, prepare final orders, and compile administrative records and responses for orders petitioned to State Water Board). Serve as expert witness in Water Board and court actions. Manage these and related tasks by establishing, adapting, and meeting milestones and completion dates.</td>
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<tr>
<td>25%</td>
<td>Using good scientific judgment, oversee assigned cases related to wastewater treatment systems for compliance with permit requirements by responding to inquiries, reviewing and evaluating technical reports, justifying new or updated requirements, and taking appropriate follow-up actions. Evaluate monitoring and other technical and scientific data for completeness and compliance with requirements. Evaluate wastewater treatment plans and other technical documentation related to wastewater</td>
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treatment operation, maintenance, upgrade, and compliance. Enter case facts, permit requirements, and compliance information into databases, including the California Integrated Water Quality System (CIWQS) and OnBase (paperless document management system). Follow up on reported spills in accordance with spill response protocols using good scientific judgment. When there is non-compliance, propose and prepare enforcement actions (e.g., notices of violation, mandatory minimum penalties, administrative civil liabilities, cease and desist orders, and referrals to District Attorney or Attorney General). For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration. Manage these and related tasks by establishing, adapting, and meeting milestones and completion dates.

15% Inspect permitted (e.g., wastewater treatment and collection systems) and unpermitted (e.g., unregulated wastewater discharges) sites and prepare inspection reports as needed to evaluate compliance with or need for permits, enforcement orders, requirements to submit technical and scientific data, and other water quality protection requirements. Identify and investigate instances of non-compliance with permits, enforcement actions, requirements to submit technical and scientific data, and other water quality protection requirements based on inspections, monitoring data, and other available technical, scientific, and non-technical information. Manage these and related tasks by establishing, adapting, and meeting milestones and completion dates.

10% 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.

10% 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, including contaminants of emerging concern, aquatic toxicity, nutrients, climate change adaptation, and other critical matters related to the NPDES program. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.

5% Using scientific knowledge and expertise, assist in the oversight of the pretreatment and pollution prevention programs to account for the physical, chemical, and biological properties of pollutants and their sources, toxicity, fate, and transport.

5% Perform other duties as required.

Employee Signature: ___________________ Date Signed: ___________________