

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water	UNIT Sonoma District	POSITION # 880-454-3846-001 880-454-3846-008	DATE March 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Misha Anderson			
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
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 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. Specific responsibilities include:		
30%	Conduct inspections of public water systems to review and assess water system needs for maintaining and operating safe reliable water sources and distribution systems and for meeting current and new regulatory requirements. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites. On-site inspection activities include water source intakes, treatment plants, storage, and distribution facilities. These activities require the engineer navigate uneven terrain; for instance, navigating various public water system inspections for extended periods of time during the workday. Other surveillance activities involved in the inspection of water systems include review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; preparation of reports and letters documenting inspections and required corrective actions; and the review and evaluation of water quality data.		
20%	Using engineering knowledge and expertise, provide technical assistance to public water systems on water quality issues, operational problems, and water treatment optimization. Assist in conducting investigations of water quality problems such as those resulting from chemical and bacteriological contamination of public water supplies. Attend public meetings related to specific projects or issues for small water systems and disadvantaged communities. Consult with and advise water consumer groups and others on water supply, water quality, and drinking water regulatory requirements. Provide assistance for the Division's research projects, policy development and studies.		

20%	Maintain knowledge of current and applicable State laws and regulations. Track and review water quality monitoring and water system reporting for compliance. Using engineering judgement and technical expertise, conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review and signature. Track compliance dates and takes necessary follow-up action to ensure public water systems comply with directives of the Division.
15%	Prepare or review reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities. Make and check engineering calculations, design drawings, and other engineering documents to ensure that water purveyors comply with good engineering practice and legal requirements. Conduct on-site field inspections of water system facilities as part of permit application processing and other inspections as necessary in support of state-funded projects.
5%	Maintain district inventory database and mapping systems. Make changes and updates as needed to the USEPA's Safe Drinking Water Information System (SDWIS) database and maintains files in approved filing management systems.
5%	Assist in the district's response to emergencies affecting public water systems.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	