

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Regional Water Quality Control Board – Region 5	UNIT Enforcement	POSITION # 880-155-3846-039	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer (WRCE)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Omar Mostafa			
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
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		
35%	<p>Under the close supervision of a Senior WRCE, and consistent with good customer service practices and the goals of the State Water 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:</p> <p>Perform assigned field and office reviews of facilities regulated under the Waste Discharge Requirements (WDR) Program. Confer with senior regarding inspection scheduling and selection of appropriate waste streams and waste constituents for sampling. Apply the Board's regulations, policies, plans and guidelines to groundwater and soil investigations to attain cleanup at contaminated properties. Use engineering knowledge and technical expertise to conduct field inspections including following proper sampling methods and recording noteworthy facts and testimony obtained during the inspection; review self-monitoring data and information from field inspections for determination of compliance with WDR orders, enforcement orders, and applicable basin plan; and prepare all necessary documentation in a timely manner, including facility inspection reports and informal enforcement actions (e.g., Notices of Violation). Track and provide appropriate follow up for sanitary sewer overflows and similar spills. Field work will include navigating ladders and catwalks.</p>		
30%	<p>Perform routine case handling work such as responding to discharger inquiries and reviewing technical and monitoring reports submitted in response to WDR orders, enforcement orders, and correspondence. Coordinate with other staff for monitoring report reviews as necessary. Prepare all necessary documentation in a timely manner, including, but not limited to, letters and Notices of Violation.</p>		
10%	<p>Receive and record complaints and reports of alleged and/or actual pollution or other conditions contributing to water quality degradation, investigates as necessary, and make appropriate recommendations for abatement and/or prevention. Initiate</p>		

	appropriate enforcement actions and gather supporting engineering information and substantiating data.
10%	Use sound engineering knowledge and judgment to prepare succinct reports to management describing discharger noncompliance and recommending enforcement alternatives. Prepare enforcement orders that follow approved procedures and reflect the professional standards of the office including preparing effective maps, graphs, and other visual aids for presentations as appropriate and presenting enforcement orders to the Board.
5%	Maintain record of completed activities in the California Integrated Water Quality System (CIWQS) database and utilize CIWQS in project management. Record time spent daily on assigned work and maintain orderly files for assigned cases.
5%	Participate in meetings with the public and engineers and technical staff from other agencies, local governments and consulting firms as the representative from the Board. Use effective communication skills and engineering knowledge and judgment to clarify and/or interpret Board policy, water quality standards, and Board objectives.
5%	Perform other assigned duties as required.
Employee Signature: _____ Date Signed: _____	