

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Water Quality Control Board	UNIT 165	POSITION # 880-165-3844-007	DATE June 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Senior Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jan Zimmerman			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising Engineering Geologist		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 Engineer		
1	Scientific Aid		
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		
45%	<p>Under the general direction of the Supervising Engineering Geologist 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:</p> <p>Assigns and directs the work of the unit; provides daily supervision of unit staff and reviews work products including correspondence to dischargers, agencies, and the public to ensure quality of unit work products; and performs data entry into databases and electronic data file systems such as California Integrated Water Quality System (CIWQS), Storm Water Multiple Application and Report Tracking System (SMARTS), GEOTRACKER, Electronic Content Management (ECM), time management systems, and other databases. Trains staff; prepares an annual unit work plan; tracks budget expenditures and progress in meeting work plan commitments; participates in Board meetings; takes the lead and represents the Board in major cases with critical or controversial sensitive water quality issues; oversees preparation of reports on water quality program needs and unit accomplishments; and makes recommendations to management. Oversees the collection of soil, wastewater, groundwater, and stormwater samples, infrequently in the field.</p>		
45%	<p>Supervises staff performing tasks related to existing, new, expanded, and improved wastewater treatment and disposal facilities, onsite wastewater treatment systems and septic systems, dairies, heifer ranches, stormwater, and site cleanup program sites. Oversees and reviews staff work products involving review of engineering designs and treatment process diagrams to adequately treat and remove pollutants from dairy wastes and domestic wastewater and to evaluate impacts on pollutants on groundwater, surface waters, and stormwater. Conducts engineering evaluations to assess water quality problems and evaluate multiple options, solutions, and recommendations to management regarding managing, treating, and disposing of</p>		

	<p>wastes. Supervises staff in providing comments on environmental documents, reports of waste discharge, and results of water quality investigations and in preparing waste discharge requirements, National Pollutant Discharge Elimination System (NPDES) permits, enforcement orders, board resolutions, and other agenda items. Assigns Public Records Act requests to staff for appropriate response within required time limits. Manages investigation of spills and complaints, conducts facility inspections, and reviews discharger's self-monitoring reports. Manages work products to ensure reductions in pollutant (primarily nitrogen and total dissolved solids) loading to soils, surface waters, and groundwater to protect and improve water quality. Assigns and prioritizes work and reviews work products to ensure effectiveness, completeness, and accuracy at achieving the goals and expectations for the Unit.</p>
5%	<p>Acts as Program Manager for the Waste Discharge Requirements (non-15 WDR) Program, the Recycled Water Program, and / or the NPDES Program or another appropriate program that the Unit is assigned. Prepares program work plans for the region, attends statewide roundtable meetings, disseminates program news and updates, oversees regional program budgets, and reviews and prepares comments on proposed regulations, policies, and guidelines. Coordinates action items between the various regional offices.</p>
5%	<p>Performs other assigned duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	