

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB/DDW/Central CA Section	UNIT Fresno District #23	POSITION # 880-457-3844-001	DATE June 1, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Senior Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Tricia Wathen			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising 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
1	Associate Sanitary Engineer		
4	WRCE		
1	Environmental Scientist		
1	Student Assistant (E&A)		
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 a Supervising Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Senior Water Resource Control Engineer 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>Supervises field engineers, other technical staff, and clerical personnel. Provides leadership and establishes program priorities in line with directives received from the Supervising WRCE Engineer, Central CA Section, as well as from the program's Headquarters in Sacramento. Assigns work duties, assures training of staff, provides solutions to technical problems presented by staff, evaluates the performance of staff, takes necessary disciplinary actions and assures that paperwork and other actions necessary to support the functions of the District office are completed in a satisfactory and timely manner. Reviews and approves work produced by staff related to sanitary survey inspections and reports, permit reports and conditions, enforcement actions and corrective action plans for compliance with the Division's practices, policies, and guidance. Provides feedback to staff, mentoring staff, setting District goals and benchmarks, signing timesheets and approving time off.</p>		
30%	<p>Advises and consults with water utility managers and operators, as necessary, to resolve problems and issues of concern. Works with representatives of local, State, and federal government agencies on issues related to the delivery of safe and potable water supplies. Participates on internal and external task forces and committees to develop regulations, guidance documents and/or other products directed at clarifying issues of concern related to the public drinking water program. Reviews and evaluates</p>		

	Local Primacy Agencies which have been delegated primacy for regulating small water systems. Provides technical assistance to local health departments.
10%	Prepares correspondence, reports, and other written technical documents independently and as directed by management. Directs the design and conduct of special engineering studies and investigations necessary to address specifically identified problems related to the delivery of safe and potable drinking water supplies.
5%	Represents the Division at various meetings and/or events with members of the public, public water system officials, the media, legislators, and others interested in safe drinking water; prepares and makes presentations on a variety of health-related water supply matters.
5%	Prepare and make presentations on a variety of health-related water supply matters. Participates in Division research projects, policy development, and studies. Attends conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest technical developments in the water and recycled water industries.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	