



Classification: Senior Water Resource Control Engineer (Specialist)  
 Position Number: 880-120-3844-046

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-120-062	<b>Classification Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Position Number:</b> 880-120-3844-046
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Effective Date:</b> February 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Groundwater Protection and Waste Containment Division
<b>Supervisor's Name:</b> Jessica Watkins		<b>Supervisor's Classification:</b> Supervising Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval: Brittany Liverett</b>	<b>Date: 02/14/2024</b>

<b>General Statement</b>	
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 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.	
<b>Position Description</b>	
The Senior Water Resource Control Engineer (Specialist) is responsible for providing engineering expertise and guidance to staff primarily in the two groundwater cleanup divisions (Groundwater Protection and Waste Containment Division and Toxics Cleanup Division) by phone, email, mail, and in person. The Senior Water Resource Control Engineer (Specialist) is required to work independently, communicate effectively, and undertake multiple tasks simultaneously. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.	
<b>Essential Functions (Including percentage of time):</b>	
30%	Act as technical expert/advisor contributing engineering expertise on complex soil, soil vapor, and groundwater cleanup and mitigation projects involving the following: contaminated soil, sediment, groundwater, and surface water impacts; site investigations; site remediation; site



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	<p>mitigation/risk management, including monitoring, maintenance, and effectiveness evaluations; and emerging concerns. Conduct or supervise investigations, inspections, studies, and preparation of surveys and reports; prepare, review, check, or interpret engineering reports, plans, estimates, and specifications for varied water and wastewater control facilities. Advise other technical staff in the review of engineering reports, plans, estimates, and specifications, including review of engineered vapor intrusion mitigation system design plans, design drawings, operation, maintenance, and monitoring plans to ensure that all vapor intrusion remedies are designed, operated, maintained, and monitored in conformance with standard engineering principles and practices. Advise other technical staff in the evaluation of remediation technologies and engineered remediation systems to ensure remedial actions are protective of the environment, water quality, and human health. Advise other technical staff on the analysis of technical data and preparation of recommendations for the abatement or control of water pollution or nuisance. Advise other technical staff on the evaluation of physical, biological, and chemical factors relating to the control of water pollution and quality. Advise other technical staff on the application of environmental engineering principles including restoring water quality. Advise other technical staff on the planning, organization, coordination, and implementation of professional engineering with respect to technical accuracy and consistency with applicable laws, regulations, policies, plans, guidance, and best practices.</p>
25%	<p>In collaboration with external stakeholders and consistent with supervisor's priorities, manage the most complex and technical engineering assignments by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met. Establish, adapt, and meet milestones and completion dates of assigned tasks and projects. Perform independent technical research work. Maintain cooperative relationships with internal and external stakeholders, other agencies, and the public. Identify problems, develop appropriate courses of action, and conduct critical and/or sensitive investigations. Prepare and evaluate engineering reports, plans, specifications, and estimates. Prepare written requirements for technical reports by dischargers or suspected dischargers. Review and evaluate the acceptability and completeness of project-related activities and reports involving the physical, biological, and chemical engineering sciences relating to soil, groundwater, and soil vapor investigations and remediation at polluted sites. Prepare written comments on reports and information relating to investigations, remediation, and monitoring to assess water quality impacts and/or demonstrate regulatory compliance. Prepare tentative orders and informational items for Board consideration, including identifying interested parties, coordinating with legal counsel, reviewing, and responding to comments, preparing agenda packages, making Board presentations, finalizing adopted orders, and preparing administrative records. Prepare Executive Officer report items on topical issues and progress. Identify instances of significant non-compliance with Water Board-issued orders and permits, Water Board policies, monitoring requirements, and other reports or work plans. Recommend appropriate enforcement actions. Coordinate with enforcement staff.</p>



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20%	Develop internal and regional guidance and recommendations consisting of technical recommendations and guidelines related to complex soil, soil vapor, and groundwater cleanup and mitigation projects involving the following: contaminated soil, sediment, groundwater, and surface water impacts; site investigations; site remediation; site mitigation/risk management, including monitoring, maintenance, and effectiveness evaluations; and emerging concerns. Maintain/update the technical basis for contaminant screening levels used to assess the need for additional investigation or remediation and prioritize cleanup sites (i.e., Environmental Screening Levels or ESLs). Support the State Water Board in statewide guidance and policy development. Plan and coordinate with other sections, State Water Board, and other agencies to consider potential overlaps, benefits, implications, and resource needs/constraints.
15%	Communicate orally and in writing via email, written reports, project correspondence, PowerPoint presentations and meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. 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.

**Marginal Functions (Including percentage of time):**

5%	Perform site inspections to review compliance with cleanup orders, Board-issued permits, the Basin Plan, or other approved work plans and best management practices at facilities where investigation, remediation, or suspected discharges occur. Maintain appropriate health and safety training and comply with applicable health and safety procedures.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. May be required to navigate uneven, rugged terrain for short periods of time, potentially in extreme temperatures.

**Typical Working Conditions:**

The standard work schedule is Monday through Friday. Travel may be required locally and within the state.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.



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Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

**YES**       **NO**

Employee Name	Employee Signature	Date