



Classification: Water Resource Control Engineer  
 Position Number: 880-150-3846-057

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-150-105	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-150-3846-057
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> March 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Rancho Cordova		<b>Section/Unit:</b> Cleanup, Private Site Cleanup
<b>Supervisor's Name:</b> Kristi Shelton		<b>Supervisor's Classification:</b> Senior Water Resources Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
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.
<b>Position Description</b>
Under the close supervision of a Senior Water Resource Control Engineer, the incumbent is responsible for timely and professional regulatory oversight of investigation and cleanup of wastes that caused or may cause a risk to human health, the environment, and/or waters of the state. The incumbent is required to work independently, communicate effectively, manage multiple tasks, collaborate with stakeholders, and assist other units and staff as necessary. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



<b>Essential Functions (Including percentage of time):</b>	
35%	<p>Use sound engineering knowledge and judgement to improve water quality, reduce human health and environmental risk, and provide good customer service to stakeholders. Provide timely technical oversight of investigations and cleanups of contaminated site properties under Leaking Underground Storage Tank program cases, Site Cleanup Program cases, Department of Defense cleanup cases, and/or related Non-Case Information sites by applying the Board's regulations, policies, plans, guidelines, and expectations. Oversight includes prioritizing casework based on human health and environmental risks and in accordance with State and Regional Water Board racial equity resolutions, attending meetings with stakeholders associated with the cases, reviewing documents and data to assure adequate horizontal and vertical definition of soil, soil vapor, and groundwater contaminants, writing technically justified responses to documents, evaluating human health and environmental risk and compliance with cleanup goals and effluent discharge standards, responding to stakeholder communications, and coordinating with stakeholders and other agencies. Review documents that include work plans, hydrogeologic investigation reports, groundwater and soil vapor monitoring reports, feasibility study plans and reports, remediation and cleanup plan designs, remediation system operation &amp; maintenance reports, mitigation plans, institutional controls, risk assessments, laboratory reports, and case closure requests. Prepare written responses that include emails, staff letters, staff directives, code enforcement orders, cost recovery agreements, waste discharge requirements, land use covenants, technical memorandums, and presentations. Stakeholders include responsible parties, dischargers, consultants, property owners and occupants, and affected public.</p>
20%	<p>Initiate, collaborate, and communicate with other staff and managers both in-person and virtually for the review of written responses (e.g., professional decisions, technical guidance, cleanup objectives, and regulatory authority), and the understanding of program and administrative processes for professional case oversight. Review engineering plans and reports for adequacy of proposed cleanup levels, effluent discharge standards, and for compliance with other applicable, relevant, and appropriate requirements to ensure protection of human health and the environment. Attend internal and external meetings both in-person and online.</p>
20%	<p>Maintain publicly available, accurate, and complete records for sites and cases in the office, on the internal server, and in GeoTracker. Upload, review, accept, and justifiably deny electronic submittal of information. Prepare and present items (e.g., technical engineering memorandums as well as non-technical memorandums, fact sheets, maps, graphs, and other visual aids) both in-person and online as well as by mail to the Board and to the public to clearly communicate case information.</p>



15%	Use sound engineering knowledge and judgment to conduct site inspections, collect samples contaminated with toxic or hazardous chemicals (e.g., surface water, groundwater, wastewater, soil, soil gas/vapor, indoor air, and outdoor air), oversee field activities at hazardous waste sites (e.g., drilling, well construction, well destruction, groundwater sampling, groundwater treatment and disposal facilities, remediation system installation, remediation system operation, remediation under waste discharge requirements, tank removal, and soil excavation), and file reports of these field activities in the case record within one week for quality control of case data and for public health.
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**Marginal Functions (Including percentage of time):**

5%	Learn and assist other Board programs to support other programs and to balance varying program workloads. Complete occasional administrative tasks including but not limited to scanning, printing, copying, filing paper and electronic documents, and mailing documents to support the administrative staff.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The position requires routine and daily use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for the duration of a typical workday. The position requires the ability to transport a laptop to designated workstations. The position requires occasional long drives to project locations throughout the Central Valley. The position requires occasional navigation in and around hazardous waste and construction sites to observe activities in a variety of weather elements including rain, snow, wind, and extreme temperatures. The position requires the ability to carry, lift, and transport samples, containers, and coolers up to 30 pounds.

**Typical Working Conditions:**

The incumbent works in a single-story office building in Rancho Cordova and may also work in an alternate remote work location designated in an approved Telework Agreement. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, non-windowed office cubicle that may be shared with other staff. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with other staff, stakeholders, and the public and occasionally with contentious persons. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and rarely includes overnight stays.

For personal safety, office safety, and professionalism, stays up to date with work related and required training, including but not limited to defensive driving, harassment prevention, OSHA Hazardous Waste and Emergency Response (HAZWOPER) certifications, and licenses.



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**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.

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