



Classification: Water Resource Control Engineer
 Position Number: 880-140-3846-120

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-140-074	Classification Title: Water Resource Control Engineer (WRCE)	Position Number: 880-140-3826-120
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer (WRCE)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time (FT)	CBID: R09
Division/Office: State Water Resources Control Board Region 4 – Los Angeles		Section/Unit: Industrial Permitting Unit
Supervisor’s Name: Bronwyn Kelly		Supervisor’s Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State of California and the Los Angeles Regional Water Quality Control Board’s (Los Angeles 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.
Position Description
The WRCE position is responsible for preparing and managing National Pollutant Discharge Elimination System (NPDES) permits, Waste Discharge Requirements (WDRs), and resolutions associated with individual industrial facilities. The WRCE is required to work independently, communicate effectively, manage multiple tasks, respond timely to questions/requests, and become proficient in the required duties. Daily proficient utilization of office equipment and Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



40%	<p>Prepare and revise National Pollutant Discharge Elimination System (NPDES) permits, Waste Discharge Requirements (WDRs), resolutions and Time Schedule Orders (TSOs) associated with individual industrial facilities; review applications for WDR and NPDES permits for completeness, accuracy, and adequacy; prepare and evaluate technical reports and engineering data related to the design and operation of wastewater treatment and disposal facilities with respect to proper treatment, operation and maintenance; review engineering reports and data related to the impacts of a proposed waste discharge to surface water; inspect facilities prior to permit preparation; perform statistical and engineering calculations to develop appropriate physical, chemical and/or biological limitations; prepare and revise permits and letters for review and distribution; respond to all public comments regarding assigned projects; provide staff support in response to public records act requests, petitions, and enforcement actions; prepare staff reports, agenda packages, administrative records, and presentations; attend and participate in meetings related to permit development, public comment and adoption, including Regional Water Board meetings; provide staff support in response to petitions and enforcement actions; manage and organize electronic and hard copy files for assigned projects; maintain case files and records in the State's online databases such as the California Integrated Water Quality System (CIWQS), GeoTracker, and Enterprise Content Management (ECM); and recommend appropriate permit conditions, waste discharge requirements, water reclamation requirements and effluent limitations.</p>
20%	<p>Review self-monitoring reports, special study proposals, special study reports, pollution prevention plans, California Environmental Quality Act (CEQA) documents, and other technical reports, letters and proposals for conformance with permit specifications and for compliance with waste discharge requirements, water reclamation requirements and other permit conditions; and based on professional judgment and engineering calculations, recommend appropriate actions and prepare appropriate response letters; and, if necessary, amendments to the existing permits to be adopted by the Los Angeles Water Board. Review Total Maximum Daily Loads (TMDLs) and updated policies and regulations that are related to the issuance of new NPDES Permits and WDRs.</p>
15%	<p>Attend and participate in meetings/trainings/workshops related to permit development, assigned projects, public comments and permit adoption (including Los Angeles Water Board meetings). Participate in meetings with other technical staff from other units, public agencies, dischargers, consultants, and stakeholders to discuss requirements for existing or new potential waste discharges, proposed cleanup and/or remediation measures for spills, and proposed actions and time schedules to correct violations or comply with WDRs and NPDES permits. Prepare written reports documenting the results of inspections and investigations. Support enforcement staff by providing permit interpretations, coordinate with enforcement staff when renewing and terminating permits, and assist with the development of relevant regulations, policies, treatment technologies, and draft enforcement actions, such as Cleanup and Abatement Orders, Cease and Desist Orders, Time Schedule Orders, and Administrative Civil Liability Complaints.</p>



15%	<p>Prepare staff reports, agenda packages, response to comments, administrative records, and prepare presentations for the Los Angeles Water Board Hearing on tentative permits and/or enforcement orders. Prepare tentative and adopted permits in Portable Document Format (PDF) that are compliant with American Disability Act (ADA).</p> <p>Manage and organize electronic and hard copy files for assigned permits. Prepare an administrative record for assigned permits which have been petitioned; respond to allegations contained in the petition; respond to the draft Water Quality Order issued by State Board; work closely with the assigned staff counsel to defend the petitioned permit; and work closely with assigned counsel from the Attorney General's office to defend permits that are litigated in court, as necessary.</p>
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Marginal Functions (Including percentage of time):

5%	<p>Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Develop talking points, presentations, and outreach material for members of the media and public as necessary. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p>
5%	<p>Perform other duties as required.</p>

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer using Microsoft Office and the ability to sit/stand at a desk, utilize a phone, 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.

Typical Working Conditions:

The incumbent works remotely from a home office and/or on the 2nd floor of an office building located in downtown Los Angeles, in a smoke-free environment. The incumbent will also be required to come into the office as needed. The work schedule is Monday through Friday.



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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 Name	Employee Signature	Date