



Classification: Senior Water Resource Control Engineer  
 Position Number: 880-550-3844-074

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-550-213	<b>Classification Title:</b> Senior Water Resource Control Engineer	<b>Position Number:</b> 880-550-3844-074
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S09
<b>Division/Office:</b> Division of Financial Assistance		<b>Section/Unit:</b> Cleanup Fund Branch – Tech Unit II
<b>Supervisor’s Name:</b> Caryl Sheehan		<b>Supervisor’s Classification:</b> Supervising Engineering Geologist

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

<b>General Statement</b>
Under the direction of a 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.
<b>Position Description</b>
The Senior Water Resource Control Engineer is responsible for directly supervising technical staff that performs a variety of complex professional tasks related to environmental engineering reviews of data related to petroleum UST release sites and groundwater contamination.
<b>Essential Functions (Including percentage of time):</b>



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40%	Supervises, directs, and monitors technical staff implementing reviews for the various Cleanup Fund Branch programs. Reviews address identification of Low-Threat Underground Storage Tank Case Closure Policy criteria that need to be met; site-specific work scopes needed to be performed for the case to meet the criteria, including investigation, design and operation of remediation systems, case closure tasks; cost estimates to perform the work; budget change requests and reimbursement requests for eligible, and reasonable and necessary corrective action costs. Coordinates closely with other managers and staff in the Cleanup Fund Branch Division of Financial Assistance and Division of Water Quality.
20%	Performs difficult and complex tasks related to environmental engineering and technical issues related to programs in the Cleanup Fund Branch, including providing consultation to management and addressing lack of consensus between agencies. Performs independent evaluations of engineering data for individual sites. Reviews, provides constructive feedback to staff, and approves documents prepared by staff to ensure they are clear, accurate, scientifically, and technically sound, and complete. Documents include Review Summary Reports, meeting agendas, meeting summaries, Project Execution Plans (PEP), reimbursement request reviews, and other technical documents as needed for regulatory agencies, funding recipients and their consultants.
10%	Meets with regulatory oversight agency staff and management, funding recipients and consultants to ensure a cost-effective plan is in place to reduce the overall cost and time to close a petroleum UST case. Responsible for conducting conceptual site model meetings and joint execution team meetings for proposed and existing projects and timely communication of potential problems or issues to management. Develops and implements project milestones, cost estimates, and protocols and procedures. Implements site selection protocols and document metrics to track progress using information technology solutions.
10%	Responsible for operational planning and assigning, tracking, and reporting on milestone tasks for projects. Responsible for timely completion of program objectives and submittal of satisfactory products. Responsible for measuring, documenting, and reporting on program performance and achievement.
10%	Consults with external stakeholders, State and Regional Water Board staff, and other public agencies. Briefs Board Members and makes presentations to the Board and the public and responds to public inquiries about associated Cleanup Fund Branch programs. Prepares briefing documents for DFA management, Executive Management, Board Members, California Environmental Protection Agency, or US EPA. Provides technical engineering input and policy guidance on legislation to DFA management, Executive Management, and Office of Legislative Affairs. Prepares Cleanup Fund Branch program reports as needed.
<b>Marginal Functions (Including percentage of time):</b>	



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5%	Develop protocols for analyzing the effectiveness of funded projects, including protocols for conducting technical engineering analysis of the effectiveness of implemented projects, including evaluating engineering feasibility, cost effectiveness, load and pollutant reduction calculations and models, and validation and evaluation of water quality, environmental monitoring data, and other project benefits. Help develop program guidance, tracking, and reporting on overall program performance.
5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of a Senior Water Resource Control Engineer.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a computer 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. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.



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<b>Supervisor Statement</b>		
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