



Classification: Water Resource Control Engineer
 Position Number: 880-130-3846-060

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-121	Classification Title: Water Resource Control Engineer	Position Number: 880-130-3846-060
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Central Coast Water Board		Section/Unit: H2O Resiliency/Stormwater
Supervisor's Name: Leah Lemoine		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
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.
Position Description
Working under established policies and guidelines, the incumbent performs technical engineering work related to the Water Board's implementation of the National Pollutant Discharge Elimination System (NPDES) stormwater programs. Using engineering and regulatory skills, the incumbent will evaluate, review, check, and interpret stormwater permit applications, technical reports, specifications, and monitoring data; issue stormwater permits; conduct compliance inspections and audits; prepare reports; and draft orders for Board consideration. The incumbent will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).



Essential Functions (Including percentage of time):	
40%	<p>Implement municipal stormwater permits and programs that protect and restore water quality, beneficial uses, and watershed health. Use engineering methods and principles to review applications for issuance and reissuance of Phase I and Phase II Urban Runoff Stormwater NPDES Permits under section 402 of the federal Clean Water Act.</p> <p>Apply engineering principles and skills to evaluate technical engineering designs and systems to manage stormwater that effectively remove pollutants, maximize groundwater recharge, and protect stream stability. Advise permittees and evaluate permit compliance, including in the implementation of stormwater pollution prevention plans, stormwater best management practices, water quality monitoring, and TMDL-related requirements. Provide information and data management through computer databases, modelling, and/or data analysis software and systems. Perform field verification that the site-specific plans are installed and operating as stated. Conduct field engineering evaluation of pollutant sources, fate, and transport, to assess the management practices, treatment, and pollutant controls onsite. Evaluate field conditions against permit requirements in order to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action as warranted. Prepare written documents that include inspection reports, notices of violations, monitoring and technical report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.</p> <p>Prepare and present staff reports for Central Coast Water Board on program status and permit compliance. Enter, maintain, and process pertinent information in the databases.</p>
20%	<p>Implement permits and programs for construction activities and industrial facilities that protect and restore water quality, beneficial uses, and watershed health. Provide engineering technical assistance to landowners, contractors, developers, facility owners and operators, municipal planners, municipal inspectors, and municipal permitting staff, related to construction sites and industrial facilities. Review and comment on permits, requirements, Storm Water Pollution Prevention Plans, Notices of Intent, Notices of Termination, and other construction and industrial documentation.</p> <p>Perform engineering analysis related implementation of federal and state laws; conduct or review investigations, inspections, studies, and review and prepare reports; computer modeling to estimate pollutant loading, pollutant and runoff volume treatment systems; identification of best practices. Perform field verification that the site-specific plans are installed and operating as stated. Conduct field engineering evaluation of pollutant sources, fate, and transport, to assess the management practices, treatment, and pollutant controls onsite. Evaluate field conditions against permit requirements in order to identify permit violations and potential threats to water quality. Follow up with permitting or enforcement action as warranted. Prepare written documents that include inspection reports, notices of violations, monitoring and technical report directives, enforcement orders, and other correspondence related to enforcement and engineering evaluations.</p> <p>Prepare and present staff reports for Central Coast Water Board on program status and permit compliance. Enter, maintain, and process pertinent information in the databases.</p>



20%	<p>Perform various tasks related to compliance and enforcement. Review submittals, including technical reports and database entries, to determine compliance with schedules, requirements, prohibitions, standards, and limitations. Review and analyze technical data. Evaluate laboratory procedures, field techniques, work plans, technical reports, and operation plans prepared by others. Maintain databases. Prepare appropriate written and oral comments and directives that are clear and concise on permit requirements and other reports. Provide guidance and regulatory oversight to regulated facilities.</p> <p>Conduct site inspections, including sample collection and preparation of inspection reports. Review and evaluate operation and maintenance of permitted facilities, monitoring reports, selected sampling points, and laboratory techniques to evaluate program performance and actual or potential effects on receiving waters and risk to human health and ecological receptors. Investigate complaints and incidents involving discharges of wastes to the environment.</p> <p>Identify discharger non-compliance and prepare and implement enforcement actions. Duties include preparing staff letters, reports, and orders; meeting with dischargers relative to enforcement; field investigations; report and file review; and preparation of materials for board meetings, referrals to the Attorney General, and judicial proceedings. Assist with appeals. Interpret and apply pertinent laws, regulations, policies, and guidelines.</p>
15%	<p>Perform various tasks related to outreach and engagement. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments, including water quality monitoring, pollutant control, green stormwater infrastructure planning and design, and stormwater control implementation.</p> <p>Coordinate with stakeholders on permits and work consistent with the State Water Board's racial equity resolution, the Water Board's Strategic Workplan, and related actions. 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.</p> <p>Serve as a Central Coast Water Board representative to the media, develop talking points, presentations, and outreach material for members of the media and public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p>
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

Working conditions are an enclosed, non-windowed office cubicle in a smoke-free environment. The 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.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date