



Classification: Supervising Water Resource
Control Engineer
Position Number: 880-550-3849-016

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-550-007	Classification Title: Supervising Water Resource Control Engineer	Position Number: 880-550-3849-016
Incumbent Name: Vacant	Working Title: Supervising Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S09
Division/Office: Division of Financial Assistance		Section/Unit: Small Community Drinking Water / Wastewater Planning and Construction Section
Supervisor's Name: Kristyn Abhold		Supervisor's Classification: Career Executive Assignment, Level A

Human Resources Use Only:

HR Analyst Approval: *Debra Jackson*

Date: 07/16/2025

General Statement

Under the general direction of the Assistant Deputy Director (C.E.A. A) and consistent with good customer service practices and the goals of the State and Regional Water Boards' 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 Supervising Water Resource Control Engineer is responsible for managing, supervising, and directing the Small Community Drinking Water / Wastewater Planning and Construction Section.

Essential Functions (Including percentage of time):



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30%	Assist the Assistant Deputy Director's efforts to coordinate the Division's responsibilities with other State Water Board Divisions'/Regions' responsibilities as well as other state and federal agencies' responsibilities. Interact with and assist management and staff from other state and federal agencies to support mutual objectives and goals. Assist and lead in the development and implementation of policies and programs that advance the Division's and State Water Board's goals and objectives. Explain the Water Board's funding programs to the public formally and informally through oral or written communication methods. Act for the Assistant Deputy Director when absent.
30%	Plan, organize, and direct special and critical engineering and technical assignments associated with providing water related solutions to communities. Respond to complex, sensitive inquiries from high-level officials such as but not limited to the Deputy Director, the Executive Director, Board Members, CalEPA, the Governor's Office, and the Legislature involving project and program status and clearly communicate complex technical, management, administrative, and policy issues, interpretations, or recommendations. Identify alternative solutions to management and engineering problems and recommend appropriate courses of action.
30%	Provide leadership, direction, and oversight to the seniors and staff in the section to ensure adequate planning and completion of project and program assignments and responsibilities. Oversee the work of the section to ensure priorities and schedules are met, and to ensure that applicable requirements and standards are met. Unit staff function as Project Managers for a wide variety of projects and agreements to assist applicants eligible for financial assistance from the programs administered by the Division. Manage the work, budget, staffing, staff training, and morale of the section to ensure program and Board objectives are met.

Marginal Functions (Including percentage of time):

5%	Provide policy guidance, including the development and maintenance of policies and procedures established for the financial assistance programs and projects assigned to the Section.
5%	Perform other duties as required.

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, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. 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.



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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.

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
Kristyn Abhold		
Employee Name	Employee Signature	Date