



Classification: Senior Water Resource Control Engineer  
Position Number: 880-120-3844-042

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-120-005	<b>Classification Title:</b> Senior Water Resource Control Engineer	<b>Position Number:</b> 880-120-3844-042
<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> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> NPDES Division / NPDES 1
<b>Supervisor's Name:</b> William Johnson		<b>Supervisor's Classification:</b> Environmental Program Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Julie Vega	<b>Date:</b> July 2025

<b>General Statement</b>
Under the general direction of an Environmental Program Manager I 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 and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.
<b>Position Description</b>
The incumbent will direct the activities of one of the Division's sections responsible for implementing the National Pollutant Discharge Elimination System (NPDES) program pursuant to the federal Clean Water Act. The section consists of technical staff who oversee permitting and compliance for various wastewater collection and treatment system discharges. The incumbent will supervise, organize, direct, coordinate, train, and critically analyze the technical work of professional staff, ensuring that their work comports with State and federal laws, regulations, and guidelines, and established Water Board policies. The work includes preparing waste discharge requirements; undertaking inspections, investigations, and related enforcement actions; performing spill and complaint triage; and consulting and advising federal, State, and local agencies and other stakeholders involved in water quality control. The work may involve oversight of pretreatment and pollution prevention programs.



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**Essential Functions (Including percentage of time):**

45%	Manage the section's programs by scoping, planning, tracking, and communicating with internal and external stakeholders using technical and engineering knowledge and expertise. Supervise, plan, organize, and direct the work of section staff by preparing individual work plans; providing day-to-day guidance to ensure staff is appropriately trained, completes work on time, and implements a shared set of agency expectations; providing first-level engineering and technical review and approval of written documents (e.g., draft waste discharge requirements, staff reports, briefing documents for management and Board members, inspection reports, notices of violation, progressive enforcement actions, and general correspondence) and electronic file and data inputs to ensure proper content, consistency, completeness, technical accuracy, and legal adequacy; organizing and participating in meetings with interested parties; preparing items for Board action; and preparing annual performance targets and overseeing progress toward achieving them. Manage special projects that may be technically or legally complex. Ensure that work products are professional and completed with a high level of technical accuracy.
20%	Organize and run meetings with interested parties. Typical meetings include small meetings with individuals and outreach meetings with larger groups. Provide oral and written correspondence regarding projects (e.g., via email and letters) with external stakeholders, peers, and management. Develop written reports and PowerPoint presentations, and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding section programs.
20%	Represent the Water Board on statewide and regional issues and coordinate the Region's NPDES permit activities with the Division Manager, State Water Resources Control Board, U.S. EPA, other involved agencies, dischargers, other regions, and other Water Board divisions. Participate in the NPDES Roundtable and other statewide program forums. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues. Represent the Water Board in meetings of public agencies, respond to public inquiries, participate at regional conferences, and promote outreach on regulations and permitting approaches for wastewater discharges.

**Marginal Functions (Including percentage of time):**

10%	Perform administrative work, including staff recruitment, performance evaluation, and output reporting. Provide guidance and policy direction to section staff regarding personnel issues. Prepare duty statements and job announcements for vacant positions. Conduct hiring interviews and fill vacant positions. Provide appropriate training and coaching, and complete annual performance appraisals and individual development plans for section staff. Recommend and prepare personnel actions in consultation with the Division of Administrative Services.
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5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, utilize a Voice over Internet Protocol (VoIP) phone through Microsoft Teams, and type on a keyboard for extended periods. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including wastewater collection and treatment systems, industrial facilities, construction sites, roads, and streams, wetlands, ponds/lakes, and shorelines.	
<b>Typical Working Conditions:</b>	
The standard work schedule is Monday through Friday. Travel may be required locally and within the state.	

<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