



Classification: Water Resource Control Engineer
Position Number: 880-140-3846-142

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-140-125	Classification Title: Water Resource Control Engineer	Position Number: 880-140-3846-142
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time (FT)	CBID: R09
Division/Office: Los Angeles Regional Water Quality Control Board- Region 4		Section/Unit: Municipal
Supervisor's Name: Steven Webb		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 07/16/2025

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
This Water Resource Control Engineer (WRCE) is responsible for managing recycled water projects within the Los Angeles region to address critical statewide water supply needs to improve water resilience through increasing recycled water use. The WRCE is required to work independently, communicate effectively, manage multiple projects simultaneously, respond timely to questions/requests, and become proficient in the required duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):

35%	<p>Prepare and revise individual Waste Discharge Requirements (WDRs), Water Recycling Requirements (WRRs), resolutions and Time Schedule Orders (TSOs) associated with wastewater treatment and water recycling; review applications for WDRs and WRRs for completeness, accuracy, and adequacy; review Notices of Intent (NOIs) for completeness, accuracy, and adequacy and prepare Notices of Applicability (NOAs) for enrollments under Order WQ 2016-0068-DDW (Water Reclamation Requirements for Recycled Water Use); prepare and evaluate technical reports and engineering data related to the design and operation of wastewater treatment and water recycling facilities with respect to proper treatment, operation and maintenance; perform statistical and engineering calculations to develop appropriate waste discharge requirements and water recycling requirements; 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; 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> <p>Inspect recycled water facilities prior to permit preparation/enrollment, following significant modifications to the treatment process, and as needed for source control investigations. Prepare field inspection reports to document findings and recommend follow-up actions.</p>
30%	<p>Review self-monitoring reports, special study proposals, special study reports, pollution prevention plans, California Environmental Quality Act (CEQA) documents related to recycled water, Title 22 Engineering Reports, Salt and Nutrient Management Plans related to recycled water projects, Operation Optimization Plans, Quality Assurance Project Plans (QAPPs), groundwater studies, other technical reports including anti-degradation analysis reports, water quality data, letters and proposals for conformance with permit specifications and for compliance with waste discharge requirements, water recycling requirements, and other permit conditions; identify permit violations, and recommend appropriate actions based on professional judgment and engineering calculations, and prepare letters and reports.</p>
15%	<p>Attend and participate in technical meetings/trainings/workshops related to permit development, assigned recycled water projects, public comments and permit adoption (including Regional Water Board meetings), and source control; and assist with the development of relevant regulations, policies, treatment technologies, special studies, groundwater aquifer studies, Total Maximum Daily Loads (TMDLs), basin plan amendments, and salt and nutrient management plans; review and draft policy/regulatory documents, prepare comments recommending suggested changes, and submit those comments for review. Maintain cooperative relationships with and strive to provide excellent customer service to those contacted while completing work; participate in meetings with individuals from other units, public agencies, dischargers, consultants, and stakeholders to discuss requirements for existing, new or potential waste discharges. Aid with public enquiries in a timely and professional manner.</p>



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Marginal Functions (Including percentage of time):	
10%	Prepare staff reports, agenda packages, responses to comments, administrative records, prepare presentations for the Regional Water Board Hearings on tentative permits. Prepare tentative and adopted permits in machine-readable format or an American Disability Act (ADA) compliant format. Prepare an administrative record for assigned permits which have been petitioned; respond to allegations contained in the petition; respond to draft water quality orders issued by the State Water Resources Control Board; work closely with the assigned staff counsel to defend petitioned permits; and work closely with assigned counsel from the Attorney General's office to defend permits that are litigated in court.
5%	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.
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.	
Typical Working Conditions:	
The incumbent works predominantly on the 2nd floor of a high-rise office building in Downtown Los Angeles, in an enclosed office cubicle in a smoke-free environment. Alternate work schedules, such as telework, are available, but the incumbent must work a minimum of two (2) days in the office per week. 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 with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name		
Employee Name	Employee Signature	Date