



**Classification:** Senior Water Resource Control  
Engineer (Specialist)  
**Position Number:** 880-130-3844-109

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-130-014	<b>Classification Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Position Number:</b> 880-130-3844-109
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Water Resource Control Engineer (Specialist)	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R09
<b>Division/Office:</b> Central Coast Water Board		<b>Section/Unit:</b> Enforcement
<b>Supervisor's Name:</b> Angela Schroeter		<b>Supervisor's Classification:</b> Assistant Executive Officer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Nina Lopez</i>	<b>Date:</b> 10/10/2025

<b>General Statement</b>
Under general direction of the Assistant Executive Officer 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, solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Senior Water Resource Control Engineer (Specialist) will act as the Enforcement Program Coordinator and lead complex investigations using engineering expertise to implement the State Water Resources Control Board's Enforcement Policy and conduct and oversee the most complex, difficult, and high priority engineering investigations, compliance follow-up, enforcement actions, studies, and projects, in close coordination with Central Coast Water Board regulatory programs, State Water Board Office of Enforcement, and partner agencies. The Senior Water Resource Control Engineer (Specialist) also reviews and recommends follow-up to Hazardous Materials Spill Reports and acts as the Central Coast Water Board's representative in emergency response situations, in coordination with the State Water Board's Emergency Management Program (EMP) and California Office of Emergency Services (CalOES).



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

30%	Lead complex investigations or assist in investigations using engineering expertise to determine the cause of the violations and identify the impact of the violation on the environment, in coordination with the regulatory program. Recommend appropriate enforcement response for cases involving civil and criminal violations of the California Water Code or other applicable laws. Where penalties are to be assessed, employ the State Water Resources Control Board's Enforcement Policy penalty methodology to determine appropriate penalties and prepare enforcement orders. Review engineering technical reports submitted as part of these investigations, and prepare engineering reports, written or oral comments, and recommendations for follow up. Research and prepare enforcement orders and make oral and/or written presentations to the Central Coast Water Board as necessary in hearings.
20%	Respond to or assist in the response to complaints and spills related to regulated and unregulated facilities, including illegal discharges and illegal disposal activities. Manage the CalEPA complaint system and ensure proper follow-up by Central Coast Water Board regulatory programs on filed complaints. Review and recommend follow-up to Hazardous Materials Spill Reports to protect public health and the environment. Review complex technical engineering reports prepared in response to spill incidents, and make recommendations for appropriate enforcement responses.
20%	Work cooperatively with and provide technical assistance to all Central Coast Water Board staff and Office of Enforcement legal staff to confirm programmatic enforcement priorities and to ensure enforcement is consistent with the Enforcement Policy, the Supplemental Environmental Project Policy, and the priorities of the Central Coast Water Board. Review enforcement correspondence, reports, inspection reports, and data related to the investigations and enforcement orders projects. Review permittee's proposals for monitoring programs and best management practices. Prepare comments on and recommendations for staff's response to or modifications of reports, proposals, and design documents.
10%	Conduct enforcement priority meetings, lead negotiations in settlement meetings, and effectively communicate with dischargers and engineering and geologic consultants. Interact with other governmental or municipal agencies and with the general public regarding ongoing investigations, enforcement actions, and the Central Coast Water Boards policies and procedures. Make presentations to management and the Central Coast Water Board for enforcement actions.
10%	Act as the Central Coast Water Board's representative in emergency response situations, in coordination with the State Water Board's Emergency Management Program (EMP) and California Office of Emergency Services (CalOES). Participate in relevant Hazwoper and Emergency Response Training.



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

5%	Assist in and represent independently the Central Coast Water Board on county Environmental Crimes Task Forces and works cooperatively with those Task Forces while maintaining responsiveness to the Central Coast Water Board's mission.
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 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 pounds, standing/sitting for long periods of time. Must possess a valid driver's license and be able to operate motorized vehicle to inspection sites.

**Typical Working Conditions:**

The incumbent works in a leased facility in San Luis Obispo, in an enclosed, windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary to address spills or emergency response activities. 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