



**Classification:** Water Resource Control Engineer  
**Position Number:** 880-190-3846-045

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                    |                                                                 |                                                                                                                         |
|--------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>RPA Number:</b><br>25-190-011                                   | <b>Classification Title:</b><br>Water Resource Control Engineer | <b>Position Number:</b><br>880-190-3846-045                                                                             |
| <b>Incumbent Name:</b><br>Vacant                                   | <b>Working Title:</b><br>Water Resource Control Engineer        | <b>Effective Date:</b><br>TBD                                                                                           |
| <b>Tenure:</b><br>Permanent                                        | <b>Time Base:</b><br>Full Time                                  | <b>CBID:</b><br>R09                                                                                                     |
| <b>Division/Office:</b><br>San Diego Regional Water Board-Region 9 |                                                                 | <b>Section/Unit:</b><br>Site Restoration and Groundwater Protection Branch / Petroleum & Military Site Restoration Unit |
| <b>Supervisor's Name:</b><br>Sean McClain                          |                                                                 | <b>Supervisor's Classification:</b><br>Senior Engineering Geologist (Supervisory)                                       |

### Human Resources Use Only:

**HR Analyst Approval:**  **Date:** 10/13/2025

### General Statement

Under the close supervision of a Senior Engineering Geologist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan and the San Diego Water Board's Practical Vision, 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 Water Resource Control Engineer (WRCE) is responsible for managing a caseload of complex projects within the Petroleum and Military Site Restoration Unit. Consistently develop high-quality work products, and provide timely and professional customer service, to management, colleagues, and the public. Participate in both internal and external training to expand their knowledge of policies, procedures, and the regulations applicable to the regulatory programs administered by the Site Restoration and Groundwater Protection Branch (Branch). Acts on behalf of the Senior Engineering Geologist in their absence and represents the San Diego Water Board concerning Board activities.

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

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| 35% | Provide engineering review and evaluation of applications, technical reports, environmental documents, and apply engineering methods and principles in performing activities related to: 1) the review and evaluation of reports of waste discharge, technical reports, and environmental documents submitted by the discharger or project applicant, 2) the preparation or review of waste discharge requirements (WDRs), enforcement orders, and other Water Board orders, and 3) assessing consistency with relevant water quality plans and policies and compliance with applicable laws and regulations. Working collaboratively with other staff, prepare WDRs and other tentative orders and their supporting documentation for adoption by the San Diego Water Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20% | Provide engineering review and evaluation of technical reports in matters related to a variety of enforcement projects of average to high complexity. Apply engineering methods and principles in responding to illegal waste discharges to the lands and waters of the State, toxic and hazardous materials pollution, and other sources of pollution. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Activities include implementation of applicable programs and regulations related to the San Diego Water Board's Department of Defense, Site Cleanup, and UST Programs. Assess compliance through various means including review and interpretation of WDRs, monitoring reports, and other technical reports, compliance inspection, citizen complaints, notifications from other environmental agencies, and case file review. Provide compliance assistance through guidance, public education, and outreach. Prepare violation notices, dispute resolutions, enforcement orders and supporting documentation for San Diego Water Board adoption or review. Provide regulatory oversight of underground storage tank and military facility cleanup projects, and other Branch projects to obtain compliance with San Diego Water Board orders and State and federal water quality laws, policies and regulations. |
| 15% | Apply engineering principles and methodologies to perform a variety of duties involving site inspections, field investigations, and the collection of water and waste samples from designated sources and locations. Responsibilities include overseeing field investigations and studies at sites where waste, such as toxic or hazardous materials, is discharged, stored, treated, or disposed of. Prepare comprehensive written reports documenting findings and observations from these investigations. Investigate a wide range of facilities and operations, including but not limited to wastewater treatment plants, recycled water use sites, land disposal operations, active and inactive landfills, composting facilities, underground and aboveground storage tank sites, groundwater and sediment cleanup locations, solid and hazardous waste disposal areas, pesticide storage and application sites, nuclear power plants, industrial facilities, construction projects, agricultural operations, commercial sites, and municipal installations. Collecting samples of water, soil, vapor, air, and sediment potentially contaminated with pollutants or hazardous substances, as well as observing the construction, operation, or removal of underground storage tanks and monitoring equipment in the field.                                                                                                                |



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| <b>Marginal Functions (Including percentage of time):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10%                                                       | Provide engineering consultation to your supervisor and regional board management. Implement the goals of the Underground Storage Tank and Department of Defense programs and associated administrative processes. Assist your supervisor with the development of tools to effect work improvements in the Programs and update appropriate databases (e.g., CIWQS, GeoTracker, etc.) regarding your assigned work products. Review and comment on State guidance, draft Orders, and other program documents; and attend Program Manager's Roundtable meetings at the request of your supervisor. Assist your supervisor with the effective coordination of work in the Branch with staff assigned to other regulatory programs at the San Diego Water Board, and identification and scheduling of in-house technical training for San Diego Water Board staff.                                                                   |
| 5%                                                        | Provide engineering review and evaluation of technical reports on complex or less complex projects related to water quality planning and assessment. Apply engineering methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants and water diversions on water quality and beneficial uses. Design and/or oversee monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Review, interpret, and implement applicable water quality planning laws, regulations, and programs.                                                                                                                                                                                                                                                                                                                                          |
| 5%                                                        | Act as a Contract Manager or Contract Contact for designated San Diego Water Board contracts. Perform contract work activities related to projects funded through various funding sources including Request for Proposal preparation, evaluation of proposals, preparation of contracts, and project control schedules. Provide consultation to contractors developing work products, review progress of contractors in accordance with budgets, control schedules, and review and evaluate contractor work products.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%                                                        | Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, news media, and the public. Meetings may involve overnight travel. Responsibilities include using engineering knowledge and judgment to clarify and interpret San Diego Water Board policy and objectives. Prepare for and make logical, clear, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies. Collaborating work with professional, lower-level staff, and student assistants, advancing technical capabilities through training and professional development, and participating in other scheduled or required training regarding agency-wide policies. Participation in health and safety training programs will be required as appropriate. |
| 5%                                                        | Perform other duties as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Typical Physical Conditions/Demands:</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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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 lbs., standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The WRCE works on the 2nd floor of a low-rise office building in San Diego, in an enclosed, non-windowed office cubicle in a smoke and fragrance-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year-end closing process or when the Branch is mission tasked. 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.

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|-----------------|----------------------|------|
| Supervisor Name | Supervisor Signature | Date |
|                 |                      |      |
|                 |                      |      |
| Employee Name   | Employee Signature   | Date |
|                 |                      |      |