DUTY STATEMENT **☐CURRENT ☒PROPOSED**

RPA Number: 25-453-001	**Classification Title:** Water Resource Control Engineer	**Position Number:** 880-453-3846-003
Incumbent Name: Vacant	**Working Title:** Water Resource Control Engineer	**Effective Date:** October 2025
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R09
Division/Office: Division of Drinking Water / Resiliency and Data Branch	**Section/Unit:** Safe and Affordable Funding for Equity and Resilience (SAFER) Drinking Water Section / Water System Engagement Unit North	
Supervisor's Name: Sirichad Tara Ouitavon	**Supervisor's Classification:** Senior Water Resource Control Engineer	

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	**Date:** October 28, 2025

General Statement
Under the close supervision of a Senior Water Resource Control Engineer in the Division of Drinking Water (DDW) and consistent with good customer service practices and the goals of the State Water Resources Control Board (SWRCB) 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

The Water Resource Control Engineer (WRCE) will focus on drinking water solutions for Failing and At-Risk public water systems in the SAFER Section – Northern Engagement Unit of the DDW. Responsibilities include but are not limited to consolidation of water systems, appointment of administrators, and continuous updating of the needs analysis and assessment activities for affected water systems in California. This position will primarily focus on efforts related to the SAFER Program, which supports permanent and sustainable drinking water solutions that ensure all Californians have access to safe, affordable, and reliable drinking water. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Essential Functions (Including percentage of time):	
45%	Assess and identify public water systems that are at risk or are failing to meet drinking water quality standards in coordination with DDW District Engineers, coordinate the steps of potential voluntary or ordered consolidation, and the appointment of Administrators and overseeing their activities. Conduct inspections of small water systems that fail or threaten to fail to provide an adequate supply of safe drinking water to evaluate the potential for consolidation with a receiving water system. On-site inspection activities include assessing water source intakes, treatment plants, storage, and distribution facilities. Review system operational, financial, and managerial records, procedures, and all required administrative programs as well as conduct data gathering necessary to maintain and update system inventory and inspection information. Oversee and direct a means of providing interim safe potable water when warranted. Provide technical assistance and work with District staff, receiving water systems, Administrators, and the potentially subsumed water system on compliance orders, solution planning, funding packages, and completion of projects in order to address drinking water issues. Coordinate and implement public meetings/hearings for each potential consolidation and Administrator project for public comment and testimony. Coordinate all legal issues with SWRCB attorney on voluntary and SWRCB-ordered consolidations or extension of service. Consult with the local agency formation commission and with the California Public Utilities Commission when consolidation involves a privately-owned water system.

35%	Using engineering knowledge, assist in the development of SWRCB policies, legislation, and setting of objectives as part of the management team by providing technical expertise. Represent the State Water Board in consolidation outreach efforts (e.g. community engagement, community public meetings, partnership workshops, stakeholder engagement, etc.). Give presentations to internal and external groups in culturally diverse and sensitive regions (e.g. presentations on the SAFER program, SAFER priorities, administrator and consolidation processes and policies, etc.). Advocate for community engagement; understand, communicate with, and effectively interact with diverse communities; and develop training programs in partnership with communities, Technical Assistance Providers, local and state government to support water systems' technical, managerial, and financial capacity and SAFER program goals. Review and develop maps, graphics, software, and other materials for effective presentations on failing water systems, water systems' progress towards compliance with water quality standards, consolidation and administrator progress, etc.
10%	Answer technical and regulatory questions from the public, SWRCB staff, Regional Water Board staffs, other state and local agencies, and the regulated community. Using engineering knowledge and technical expertise, prepare a variety of special periodic reports. Review and evaluate engineering and technical matters in support of DDW's Field Operations Branches and Program Management Branch. Provide technical support to other SWRCB organizations through the development of policies, strategies, regulations, and guidelines.
Marginal Functions (Including percentage of time):	
5%	Represent DDW and SWRCB and service as a liaison to U.S. Environmental Protection Agency (EPA), county health departments, Department administration and other state and federal regulatory agencies. Attend conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest developments in the water industry.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires 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 including hiking and climbing tanks in varying temperatures throughout the workday and different seasons, driving to field visits up to three to four (3-4) hours away. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.	
Typical Working Conditions:	

The incumbent works in one of the Division of Drinking Water Offices, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Telework is allowed through a DDW management approved telework work plan which must support and align with DDW's mission and work priorities. Evening and weekend work may be necessary for specific projects to achieve the Division's core goals and objectives. 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
Sirichad Tara Ouitavon		
Employee Name	Employee Signature	Date