



Classification: Water Resource Control Engineer  
Position Number: 880-120-3846-045

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-120-048	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-120-3846-045
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Groundwater Protection and Waste Disposal Division; Land Disposal and Waste Containment Section
<b>Supervisor's Name:</b> TBD		<b>Supervisor's Classification:</b> Senior Engineering Geologist

### Human Resources Use Only:

HR Analyst Approval:

Date:

### General Statement

Under the close supervision of a Senior Engineering Geologist 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

The incumbent is responsible for overseeing the investigation, remediation, and closure of polluted sites and overseeing the construction, operation, and closure of waste management units. Duties include managing projects, evaluating technical reports, analyzing environmental data, preparing written requirements, communicating with the public, working collaboratively in groups, maintaining electronic databases, performing site inspections, and maintaining health and safety training. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

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

30%	Using engineering knowledge and technical expertise oversee landfill construction, maintenance, and monitoring. Review and evaluate design documents for new landfill disposal cells. Review closure plans and proposed land use changes/development at closed landfills. Use sound engineering knowledge and judgment to review groundwater monitoring reports, slope stability evaluations, and other engineering and geotechnical documents.
15%	Evaluate groundwater cleanup projects for technical feasibility and compliance with State environmental laws and programs. Review and evaluate the acceptability and completeness of project-related activities and reports involving environmental engineering and mathematical, physical, and chemical sciences based on Water Board policies and accepted practices. Use engineering knowledge and technical expertise to prepare written comments and approval letters for reports and information relating to investigations, remediation, and monitoring to assess potential impacts to water quality and human health and demonstrate regulatory compliance. Evaluate the need for and prepare written requirements for technical reports relating to subsurface contaminant investigation, transport, fate, risk assessment, and remediation, and protection of public health, safety, and the environment.
10%	Manage active and closed landfills, abandoned mines, and groundwater cleanup sites by scoping, planning, tracking, and communicating with external stakeholders, including other regulatory agencies.
10%	Use sound engineering knowledge and judgment preparing regulatory orders and informational items for Board consideration: identify interested parties, coordinate with legal counsel, review and respond to comments, prepare agenda packages, Board presentations, and administrative records, and finalize adopted orders. Prepare Executive Officer report items on topical issues and progress.
10%	Provide written correspondence regarding projects via email 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 regarding active and closed landfills, abandoned mines, and groundwater cleanup sites.

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

5%	Attend public/community meetings as needed, including some that may be held after regular business hours. Prepare fact sheets and other public announcements necessary to comply with the Water Board's public participation guidelines and policies, including when addressing Environmental Justice issues and working with diverse groups of people or communities.
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5%	Track and document all relevant project information and deliverables, including status, performance, documents, schedules, and due dates using GeoTracker and other electronic databases/filing systems. Respond to public requests for information. Prepare accurate and timely daily logs for cost recovery.
5%	Perform site inspections, review compliance with cleanup orders, Water Board-issued permits, the Basin Plan, or other approved work plans and best management practices at facilities where investigation, remediation, or suspected discharges occur.
5%	Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at a desk, communicate regularly through Microsoft Teams, 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. May be required to navigate uneven, rugged terrain for several hours to conduct site inspections.

**Typical Working Conditions:**

The standard work schedule is Monday through Friday. 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