



Classification: Water Resource Control Engineer
Position Number: 880-150-3846-180

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-150-040	Classification Title: Water Resource Control Engineer	Position Number: 880-150-3846-180
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Central Valley Regional Water Quality Control Board/Sacramento (Rancho Cordova)	Section/Unit: Permitting-Title 27/Title 27	
Supervisor's Name: Brad Shelton	Supervisor's Classification: Senior Engineering Geologist (Supervisory)	

Human Resources Use Only:

HR Analyst Approval: *Dawn Fiedler-Luna*

Date: 01/07/2026

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, 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

Working under established policies and guidelines, the incumbent will work within and implement Title 27 of the California Code of Regulations, the Porter-Cologne Water Quality Act, and other relevant regulations to oversee and permit discharges of wastes that require containment to protect water quality in the region. The incumbent will perform technical engineering work related to construction and oversight of engineered Waste Management Units and develop Waste Discharge Requirements consistent with Water Board policies. Using their knowledge of engineering principles and permitting requirements, the incumbent will evaluate, review, check, and interpret permit applications, engineering reports, specifications, and monitoring data; inspect regulated facilities; prepare reports; and draft orders for Board consideration. Additional tasks related to oversight and permitting of composting facilities in the region will also be assigned. The incumbent will manage case information using the



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appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), GeoTracker, and Paperless Office (ECM).

Essential Functions (Including percentage of time):

35%	Apply specific engineering knowledge and principles to prepare new and revise existing waste discharge requirements (WDRs) for the discharge of waste to land. Review Reports of Waste Discharge (ROWDs), Joint Technical Documents (JTDs), Notices of Intent (NOIs), and other submitted documents related to permitting of waste discharges. Review final construction documentation for new units and lateral expansions of existing units as well as final covers and Construction Quality Assurance (CQA) plans and reports. Evaluate the following for compliance with established policies and regulatory criteria: engineering design of waste management units; slope stability analyses; existing and potential impacts to water quality; water balance calculations; groundwater and vadose zone monitoring programs; closure plans and grading plans; California Environmental Quality Act (CEQA) documents; financial assurance documents; and cost estimates. Prepare staff reports, enforcement actions, and Board orders for these dischargers. Maintain appropriate databases used to archive reports and plans. Respond to public comments and make presentations to the Regional Board during public hearings. Assist waste dischargers with the interpretation of WDRs.
25%	Review and monitor periodic submittals such as monitoring and other reports from regulated facilities to determine compliance with WDRs and regulations related to protection of groundwater using sound engineering knowledge and judgment. Update records in tracking systems as appropriate. Investigate noncompliance and recommend appropriate follow-up action, including enforcement. Prepare all necessary documentation, as well as letters, reports, and enforcement orders. Prepare staff reports, enforcement actions, and Board orders related to compliance for these dischargers. Make presentations to the Regional Board during public hearings. Assist waste dischargers with the interpretation of WDRs.
20%	Participate in meetings with dischargers, consultants, agencies, the public and other entities as the representative of the Board. Respond to telephone and written inquiries, prepare press releases, prepare and participate in Regional Board exhibits, and participate in public activities as a representative of the Regional Board. Use communication skills and technical knowledge and judgment to clarify and/or interpret Board policy, water quality standards, and Board objectives. Prepare maps, graphs, presentations, and other visual aids as appropriate. Update records in tracking systems as appropriate.



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Marginal Functions (Including percentage of time):

10%	Inspect disposal sites, including former mining and landfill sites where toxic and potentially hazardous substances or materials are discharged or stored, to determine if waste disposal procedures are in compliance with waste discharge requirements. Inspect construction of waste management units, gas wells, and groundwater monitoring wells. Sample waste materials, soils and/or water that may contain potentially toxic waste and coordinate with laboratories under contract for analysis. Write inspection reports. Take enforcement action as needed. Record and respond appropriately to verbal and written complaints about activities allegedly creating nuisance or pollution.
5%	Review and comment on draft regulations, laws, and legislation that may affect the Regional Board Programs. Provide technical assistance as needed with other units at the Regional or State Board.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a 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. There will be periodic field events which require operating a motor vehicle, navigating uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carrying more than 30 lbs, and standing/sitting for long periods of time. Use of personal protective equipment will be needed to enter operating landfills, mining operations, construction sites, collect samples, or investigate potentially hazardous waste disposal.

Typical Working Conditions:

The incumbent works at the Central Valley Regional Water Quality Control Board office building in Rancho Cordova, in an enclosed, non-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 during the year end closing process or when the department is mission tasked. Travel and field events may be required locally and within the state. A hybrid work schedule may be available.



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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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date