



Classification: Water Resource Control Engineer
Position Number: 880-155-3846-043

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-155-023	Classification Title: Water Resource Control Engineer	Position Number: 880-155-3846-043
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/Fresno		Section/Unit: Enforcement, UST & Cleanup/Cleanup
Supervisor's Name: Michael Pfister		Supervisor's Classification: Senior Engineering Geologist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Jennifer Fiedler-Suma*

Date: 01/16/2026

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

The incumbent is responsible for timely and professional regulatory oversight of investigation and cleanup of waste that may cause or have caused a risk to water quality, human health, and/or the environment. The incumbent is required to work independently, communicate effectively, manage multiple tasks, collaborate with and provide good customer service to stakeholders, and assist other units and staff as necessary. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

40%	Oversee environmental assessment, corrective action, and case closure for existing sites, backlogged sites, and sites where emerging chemicals (e.g., per- and polyfluoroalkyl substances [PFAS]) are present. Use engineering knowledge and technical expertise to conduct site inspections; review work plans, investigation reports, monitoring reports, cleanup/remedial action plans, and other documents and data accessible in GeoTracker. Attend meetings with responsible parties/developers and their representatives. Create letters/memos for comments/approvals of documents listed above. Maintain current case information in GeoTracker; approve the electronic submittal of information (ESI) submitted through GeoTracker; and upload ESI into GeoTracker.
25%	Provide Site Cleanup Program assistance on sites and issues within the Cost Recovery Program. Attend Statewide emerging chemical (e.g., PFAS) meetings and coordinate with Division of Water Quality. Attend meetings with responsible parties/developers and/or consultants. Perform engineering reviews of cleanup plans and pilot tests, work with supervisor to prioritize cases on impacts to groundwater, supply wells, human health, and economic development. Communicate with responsible parties, their consultants, and the public. Assist with administrative duties with respect to data management and interagency coordination.
15%	Track cleanup sites via GeoTracker. Use engineering knowledge and technical expertise to create Annual Oversight Cost Estimation Letters; draft enforcement orders as needed for recalcitrant Responsible Parties and sites posing a threat to human health [California Water Code (CWC) 13267 directives for sites for further investigation and CWC 13304 Cleanup and Abatement Orders for sites requiring cleanup]; prepare other enforcement documents; prepare waste discharge requirements, provide engineering technical reviews; and coordinate with other regulatory agencies in the conduct of assigned work.

Marginal Functions (Including percentage of time):

10%	Review backlog of Site Cleanup Program cases, update GeoTracker with current information, and work with Division of Administrative Services to enter backlogged cases into cost recovery.
5%	Assist with other programs and respond to Public Record Act requests and the Governor's Office of Emergency Services spill reports.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The position requires routine and daily use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for the duration of a typical workday. The position requires the ability to transport a laptop to designated workstations. The position requires occasional long drives to project locations throughout the Central Valley, as well as occasional navigation in and around hazardous waste and construction sites to observe activities in a variety of weather elements including rain, snow, wind, and extreme temperatures. The position requires the ability to carry, lift, and transport samples, containers, and coolers up to 30 pounds.

Typical Working Conditions:

The incumbent works in a single-story office building in Fresno and may also work in an alternate remote work location designated in an approved Telework Agreement. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, office cubicle that may be shared with other staff. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with other staff, stakeholders, and the public and occasionally with contentious persons. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and rarely includes overnight stays.

For personal safety, office safety, and professionalism, stays up to date with work related and required training, including but not limited to defensive driving, harassment prevention, OSHA Hazardous Waste and Emergency Response (HAZWOPER) certifications, and licenses.

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