



Classification: Senior Water Resource Control
Engineer (Supervisory)
Position Number: 880-140-3844-035

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-140-076	Classification Title: Senior Water Resource Control Engineer (Supervisory)	Position Number: 880-140-3844-035
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Los Angeles Regional Water Quality Control Board- Region 4	Section/Unit: Groundwater Permitting Unit	
Supervisor's Name: James Kang	Supervisor's Classification: Supervising Water Resource Control Engineer	

Human Resources Use Only:

HR Analyst Approval: *Tiffani Pace*

Date: January 16,2026

General Statement

Under the general direction of a Supervising Water Resource Control Engineer 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



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The Senior Water Resource Control Engineer (Supervisory) is responsible for performing professional duties related to regulating various waste discharges to land. These include onsite wastewater treatment systems (OWTS), advanced OWTS, municipal and commercial/industrial wastewater treatment plants (WWTPs), and in situ soil/groundwater remediation sites. In this role, the Senior Water Resource Control Engineer (WRCE) provides technical guidance and oversight to staff in the Groundwater Permitting Unit on the development of Waste Discharge Requirements (WDRs) and associated permit compliance matters. Responsibilities also include conducting site inspections and serving as a technical expert in the interpretation and application of the OWTS Policy, Basin Plan provisions, and relevant engineering standards. Additional duties involve reviewing engineering calculations and analyses prepared by staff to ensure regulatory compliance and the protection of water quality.

Essential Functions (Including percentage of time):

35%	Supervise the Groundwater Permitting Unit at the Los Angeles Regional Water Quality Control Board to ensure the protection of groundwater and surface water quality. Direct and oversee staff in the development, review, and issuance of Waste Discharge Requirements (WDRs) for domestic and commercial wastewater treatment and dispersal systems, water reclamation and recycling projects, in-situ soil and groundwater remediation activities, and reinjection of treated groundwater. Oversee the technical evaluation of engineering and scientific reports, including engineering analyses and calculations, hydrogeologic assessments, and water quality data related to waste discharges to land. Ensure that wastewater treatment processes, system design, and disposal methods are accurately characterized and appropriately reflected in issued WDRs. Review and provide guidance on staff recommendations for establishing effluent discharge limitations and permit conditions to ensure technical adequacy, regulatory compliance, and suitability for Regional Board consideration and adoption. Monitor staff review of discharger self-monitoring reports to assess compliance with Monitoring and Reporting Program requirements, WDR conditions, and applicable permit provisions, including volumetric annual reporting for wastewater and recycled water where required. Provide training, mentorship, and technical guidance to staff on the design, operation, and performance monitoring of municipal wastewater treatment, dispersal, and water recycling systems to support compliance determinations. Ensure the timely, accurate, and complete entry and maintenance of WDR application, permitting, and compliance data in regulatory databases, including GeoTracker and the California Integrated Water Quality System (CIWQS).
20%	Plan and establish annual performance targets for the Groundwater Permitting Unit. Direct, facilitate, and track the implementation and successful completion of these targets. Provide training, mentorship, and technical guidance to staff on regulatory requirements and the application of regional and statewide policies related to the Groundwater Permitting Program. Actively participate in regional and statewide workgroups, roundtables, as well as program coordination meetings, to support consistent policy implementation and program alignment.

15%	Supervise staff conducting field inspections, including routine compliance evaluations, pre-permitting site visits, and sample collection activities at facilities discharging wastewater or recycled water to land. Ensure that inspections apply sound principles of water quality control and relevant disciplines such as environmental, hydrogeological, geotechnical, chemical, civil, and sanitary engineering, particularly as they relate to the treatment and disposal of sewage and industrial waste. Direct preparation of written engineering reports documenting results of inspections and investigations, preparation of enforcement correspondence as necessary, drafting of formal enforcement actions, such as Clean Up and Abatement Orders, Cease and Desist Orders, Time Schedule Orders and Administrative Civil Liability Complaints. Ensure that staff effectively monitor facilities' return to compliance and that all permits, reports, enforcement actions, and correspondence are properly recorded in the appropriate databases.
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Marginal Functions (Including percentage of time):

10%	Oversee implementation of the Onsite Wastewater Treatment Systems (OWTS) Policy, including monitoring and supporting local agency implementation of approved Local Agency Management Programs (LAMPs). Manage the issuance of OWTS Policy waivers or WDRs permits for applicants located in municipalities without an approved LAMP. Review and evaluate staff recommendations to ensure consistency of OWTS evaluations with the requirements of the OWTS Policy, whether for waivers or the issuance of WDRs.
5%	Conduct regular staff performance evaluations and encourage the development of Individual Development Plans. Provide mentorship and actively support staff in pursuing professional training and career development opportunities.
5%	Supervise staff conducting field investigations of water pollution complaints, including incidents involving illegal discharges of raw sewage spills, oil spills, and hazardous chemical releases. Evaluate the potential impacts on soil and underlying groundwater using sound engineering, hydrogeological, and geotechnical principles. Review staff recommendations for appropriate spill control measures and/or cleanup actions to prevent water pollution and protect the quality of receiving waters. Assess staff recommendations for enforcement actions, including supporting documentation such as letters, technical reports, and formal enforcement orders.
5%	Maintain cooperative working relationships and participate in meetings, as needed, with public agencies, dischargers, and consultants to discuss requirements for new or potential waste discharges, propose cleanup or remediation measures for spills, and consider corrective actions and schedules to address violations of WDRs. Provide written reports and recommendations to the Regional Board during enforcement hearings, particularly regarding contested permits, compliance inspections, and pollution investigations. Clearly explain the technical basis of permit conditions and investigation findings, grounded in sound engineering principles.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:



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The position requires extensive use of a personal computer and the ability to sit or stand at a desk, operate a phone, and type on a keyboard for extended periods of time. The role also involves physical tasks such as lifting up to 15 pounds, bending, and reaching above shoulder level to retrieve files or documents. Fieldwork responsibilities require the ability to navigate uneven or rugged terrain for prolonged periods, work in extreme weather conditions, carry equipment weighing more than 50 pounds, and remain standing or seated for extended durations as needed throughout the workday.

Typical Working Conditions:

The incumbent is based on the first floor of a high-rise office building in downtown Los Angeles, working in an enclosed, windowless cubicle within a smoke-free environment. The standard work schedule is Monday through Friday. Occasional travel may be required, both locally and throughout 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