



Classification: Water Resource Control Engineer
Position Number: 880-180-3846-032

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-180-051	Classification Title: Water Resource Control Engineer	Position Number: 880-180-3846-032
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Santa Ana RWQCB (Region 8)		Section/Unit: Recycled Water
Supervisor's Name: Wei Chang		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval:

Date: 01/23/2026

General Statement

Under the direction of a Senior Water Resource Control Engineer (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.



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Position Description

The Water Resource Control Engineer (WRCE) is tasked with overseeing the compliance of dischargers with individual or General Waste Discharge Requirements (WDRs) orders, National Pollutant Discharge Elimination System (NPDES) permits, and/or Master Recycling Permits (MRP), and follows up with enforcement measures as needed. The WRCE also undertakes technical engineering work related to the Board's implementation of the Recycled Water Policy and Waste Discharge Requirements (WDR) Program and Confined Animals Feeding Operations (CAFOs). This work encompasses planning and permitting new water supplies sourced from recycled water.

Additionally, the WRCE is responsible for reviewing Reports of Waste Discharge (ROWD), waste and nutrient management plans and other permit application materials, developing WDR orders, NPDES permits and/or MRPs, and preparing draft orders/permits for adoption by the Regional Board. The WRCE makes effective presentations to the Regional Board concerning orders/permits proposed for adoption and participate in Regional Board hearings as required. The WRCE works independently, communicates effectively, manages multiple tasks, and becomes proficient in assigned duties. Daily proficient use of office equipment and the Microsoft Office Suite is essential.

Essential Functions (Including percentage of time):

30%	Review and evaluate ROWD permit applications for completeness and engineering reports related to point source waste discharges from sewage treatment plants, industrial dischargers, stormwater, other wastewater sources, and indirect potable and non-potable recycled water reuse facilities. Analyze and interpret this information and prepare waste discharge requirements, water recycling requirements, and/or NPDES permits that include monitoring and reporting programs and, when needed, a time schedule order, for these facilities in conformance with federal, state, and Regional Board policies and regulations. Review Title 22 Engineering Reports, Salt and Nutrient Management Plans, conditional application approval letters from the Division of Drinking Water, and other submittals for proposed recycled water projects. Review and process permit applications for direct potable reuse (DPR), per Title 22 DPR regulations. Review and update outdated recycled water permits for compliance with current recycled water regulations to protect public health and the environment.
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25%	Schedule and conduct inspections and review a variety of facilities regulated by waste discharge requirements, including municipal wastewater treatment plants, water recycling facilities, and their pretreatment programs, as well as other discharges of similar complexity. Respond to and investigate spills and releases of sewage and other waste, along with complaints regarding reported non-compliance of assigned dischargers. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to expertise and assignments, including planning for new water supplies from recycled water. Coordinate with the Division of Drinking Water, Division of Water Rights, Division of Water Quality, and stakeholders on facility permits, and work consistently with the State Water Board's racial equity resolution and related actions. Work with Environmental Justice groups and in local communities to advance racial equity and environmental justice initiatives in the Wastewater and Recycled water programs, at both the state and regional water board level. Review proposals for grant-funded implementation and planning projects that address water quality problems in disadvantaged and severely disadvantaged communities.
Marginal Functions (Including percentage of time):	
10%	Analyze, interpret, and evaluate engineering and monitoring data. Prepare recommendations for subsequent action, including unique solutions and upon concurrence of the section supervisor, implement those recommendations. Prepare engineering analysis, routine memoranda, inspection reports, notices of violation and other correspondence, staff reports and enforcement actions. Ensure that facility information is maintained electronically in California Integrated Water Quality System (CIWQS) or other electronic data management tools utilized by the Regional Board.
10%	Implement provisions of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS General Order): conduct inspection of sewer systems, audit sewage collection agencies activities to determine compliance with the SSS General Order, take enforcement actions, review plans and monitoring, and respond to spills and leaks. Initiate and coordinate the investigation of sewage spills to determine the potential impact on surface water quality and human health.
10%	Review engineered waste management plans, nutrient management plans, and other submissions required of regulated CAFOs and other regulated facilities. Provide written comments on the design, construction, operation, and maintenance of proposed and existing facilities. Recommend approval or denial of such plans and prepare related correspondence.
5%	Prepare tentative waste discharge requirements for the discharge of waste from CAFOs. Perform investigative research, including the performance of literature reviews, reviews of relevant state and regional board policies and plans, costs of compliance, collection of data and conducting personal interviews, to formulate and support the recommended permit requirements. Organize and conduct workshops and notices to solicit public comments from stakeholders that include permittees, environmental organizations, and the general public. Respond to public comments. Assemble and manage the administrative record of Regional



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	Board hearings and approval by US EPA.
5%	Prepare formal enforcement actions and settlement stipulation orders for CAFOs for adoption by the Regional Board. Prepare related supporting documents, including evidence and presentations. Present the basis for formal enforcement action and testimony for consideration by the Regional Board.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 lbs., bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Riverside, 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 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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date