



Classification: Water Resource Control Engineer
Position Number: 880-115-3846-001

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: RPA 25-115-008	Classification Title: Water Resource Control Engineer	Position Number: 880-115-3846-001
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R9
Division/Office: North Coast Regional Water Quality Control Board	Section/Unit: Agriculture & Enforcement Division\Northern Agriculture Unit	
Supervisor's Name: Shannon Utley	Supervisor's Classification: Senior Engineering Geologist (Supervisory)	

Human Resources Use Only:

HR Analyst Approval: Danielle Klemencic

Date: 1/27/2026

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 Water Resource Control Engineer is responsible for providing timely and professional assistance to the regulated community, the public and staff within the Department, by phone, e-mail, mail, and in person. The Water Resource Control Engineer is required to work independently, communicate effectively, manage multiple tasks and become proficient in their duties working on a variety of projects in the extremely sensitive Cannabis Program. Daily proficient utilization of vehicles, field equipment, office equipment and the Microsoft Office Suite is required.

The incumbent will oversee engineering analyses, investigations and enforcement of slope stability, hydrologic analyses, erosional processes resulting from improper or unpermitted road construction activities, watercourse crossings, disturbed area, and water diversions associated with cannabis cultivation. The incumbent will evaluate other threats to ground water or surface water such as improper use and storage of fertilizers, petroleum products and pesticides.



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Essential Functions (Including percentage of time):

39%	<p>Conduct desktop analyses, aerial surveillance, and field investigations jointly with local, state, or federal agency staff and law enforcement officials at sites where wastes, including toxic or hazardous materials, are stored, discharged, or threatened to be discharged. Make observations, collect evidence, and identify compliance with, and violations of, water quality laws and regulations, and evaluate compliance with the Cannabis Cultivation Policy and other plans, policies, and permits. Inspections include the identification of potentially unstable slopes and soils, measurement and estimation of cut/fill volumes, review of onsite roads to assess impacts or threats to water quality, evaluation and assessment of construction activities, and review of onsite watercourse crossings to assess proper sizing, installation, and maintenance. Calculate flow rates in receiving waters, discharges, and of legal and illegal diversions. Interview responsible parties and their consultants, including engineers, and other related witnesses and evaluate their testimony. Document observations related to impacts or threatened impacts to water resources, including observed impacts and threatened impacts to aquatic habitat and the aquatic ecosystem with a written report, and accompanying pictures, mapping, and sampling results, as applicable. Coordinate with other agencies and the State Water Board's Division of Water Rights, as needed, regarding surface water diversions and related water rights activities and issues. Identify cannabis cultivation sites through task force strategy meetings, aerial reconnaissance efforts or imagery analyses, or in response to complaints of alleged pollution or other conditions contributing to water quality degradation and make appropriate recommendations for abatement and/or prevention. Complete and update hazard evaluation plans, as appropriate, prior to field investigations; perform proper care and maintenance of personal health and safety equipment; participate in appropriate training to perform required work assignments safely; and performing only those duties for which proper training, equipment, medical approval and authorization have been granted.</p>
34%	<p>Prioritize enforcement cases with other state, federal, and local agencies. Work with other Water Boards' staff and legal counsel, the District Attorney's office, or Attorney General's office in the development and implementation of administrative enforcement and other formal and informal enforcement actions associated with discharges of waste from cannabis cultivation and related activities and illegal diversion and storage of surface waters. Draft formal and informal enforcement actions, obtain management and legal review, finalize documents for issuance or adoption by the Regional Water Board. Perform engineering cost estimation for site development and cleanup activities. Prepare and perform presentations as needed. Review evidence and technical plans and evaluate adequacy. Consult with responsible parties and other agencies to resolve violations and cleanup efforts. Conduct follow up inspections to obtain additional evidence to support enforcement actions and to verify resolution of violations. Provide expert testimony to the Regional Water Board or to court as necessary.</p>



11%	Coordinate and participate in oversight of remedial actions. Assess site conditions and hydrologic scenarios to determine remedial action requirements. Review proposals for remedial action, including the protection of water quality and adherence to engineering standards and best practices (e.g. erosion and sediment control best management practices, stream crossing size, orientation, and use of proper materials, equipment staging, storage of materials, slope stability, cleanup of discharged wastes, etc.). Collaborate with local, state, and federal government agencies, responsible parties, their consultants and the public in determining remedial action requirements, oversight of investigations, and implementation of remedial actions at cannabis cultivation sites.
11%	Participate in meetings or in interviews with other state agencies, local governments, tribal governments, responsible parties, consultants, the public, media, and others. Use communication skills and scientific knowledge and judgment to clarify and/or interpret Board policy and water quality standards. Present oral reports to the Board or other governing or regulatory boards and the public, as directed. Prepare maps, graphics, PowerPoints, and other visual aids for presentations as appropriate. Distribute/discuss informational and educational resources and provide technical information to members of other agencies, the public, and the media. Implement the North Coast Water Boards' Racial Equity Resolution and Action Plan; some duties include building relationships with internal and external partners, performing outreach and improving communication with all members of the public to promote equity and equal access to the beneficial uses of water.
Marginal Functions (Including percentage of time):	
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 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 pounds, standing/sitting for long periods of time, etc.	
Typical Working Conditions:	
The incumbent works in an office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The above work may involve working near toxic and hazardous materials. This position requires extensive travel to remote locations and hiking in mountainous areas under all weather conditions that may exceed eight (8) hours per day.	



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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