



Classification: Water Resource Control Engineer
 Position Number: 880-550-3846-261

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-550-059	Classification Title: Water Resource Control Engineer	Position Number: 880-550-3846-261
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Financial Assistance		Section/Unit: Small Community Drinking Water Section
Supervisor's Name: Vacant		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision 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.
Position Description
The Water Resource Control Engineer performs a variety of complex professional tasks related to planning, design, construction, management, and implementation of water quality protection and improvement projects.

Essential Functions (Including percentage of time):	
45%	Apply engineering knowledge, evaluate and recommend changes, approval, or disapproval of technical proposals, and assist funding recipients in the planning, design, and implementation or construction of cost-effective projects.
	Provide overall project management of assigned proposals and applications. Review and analyze projects, reports, and proposals for technical/engineering soundness, compliance with



	<p>State and Federal laws and State Water Board policies, guidelines, and procedures. Determine conformance with area wide and regional planning objectives.</p> <p>Ensure that all appropriate engineering alternatives and life cycle costs are considered and analyzed, proper conclusions developed, and the recommended alternative is technically feasible considering engineering, environmental, financial, legal, economical, and social constraints.</p> <p>Ensure that proposed projects are technically capable of meeting waste discharge requirements, drinking water standards, and other applicable requirements and policies. Review engineering plans and specifications storage and distribution/conveyance facilities, and engineering principles.</p> <p>Ensure proposed projects have included design features to increase climate change resiliency, reduce water consumption, increase energy efficiency, and reduce long-term operation and maintenance costs.</p> <p>Consult and coordinate with Division of Drinking Water District Offices, appointed Administrators, local primacy agencies, technical assistance providers, Regional Water Quality Control Boards, United States Environmental Protection Agency, other State Water Board Divisions, and other pertinent technical staff to ensure project objectives conform to local, state, and federal laws and regulations.</p> <p>Monitor project progress to evaluate percentage of completion and approve progress payments. Project management includes regular communication with engineers, high-level local government officials, representatives, and their consultants, invoice approval, and/or construction inspections of engineering facilities. Review and provide technical comments on monitoring and reporting plans and draft final project reports. Develop performance standards for relevant projects.</p> <p>Prepare checklists, fact sheets, and agenda items for Division or State Water Board approvals. Present funding program information to stakeholders and present projects at State Water Board meetings for funding approval. Assist applicants with completing application requirements, develop funding agreements, review scopes of work and budget adjustments, and meet funding agreement requirements.</p> <p>Review and update time schedules for submittals to assist funding recipients toward timely completion of the project(s).</p>
15%	<p>Manage project files, supporting documentation, logs, site inspection reports, Geographic Information System files, databases, engineering plans and specifications, digital photos, and/or other project information. Ensure project files are well-organized, complete, and accurate.</p>
15%	<p>Collaborate in the administration, development, and enhancement of the Division's web-based application, review, and project management systems.</p>
<p>Marginal Functions (Including percentage of time):</p>	



10%	Collaborate in the development of guidelines, policies, and procedures for implementation and administration of State Water Board funding programs, which may involve preparation and presentation of Board items.
10%	Conduct and attend meetings with federal, state, and local governmental agencies, and the public to interpret relevant laws, regulations, and policies. Actively seek and promote community engagement with the goal to understand, communicate with and effectively interact with diverse communities. Tailor public engagement with the understanding of residents' concerns. In addition, conduct project site visits to verify construction and help funding recipients and applicants with technical problems related to projects.
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 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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