



Classification: Water Resource Control Engineer
 Position Number: 880-452-3846-010

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-452-005	Classification Title: Water Resource Control Engineer	Position Number: 880-452-3846-010
Incumbent Name: VACANT	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time (FT)	CBID: R09
Division/Office: Division of Drinking Water / Northern California Field Operations Branch		Section/Unit: Northern California Section-Section I/ Sacramento District Office
Supervisor's Name: Austin Peterson, P.E.		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Kathleen Hill</i>	Date: March 02, 20226

General Statement
Under the Close Supervision of a Senior 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
The Water Resource Control Engineer (WRCE) is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Collaboration with field operation branch staff will require participation from local staff once a week.
Essential Functions (Including percentage of time):



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30%	Using engineering knowledge and technical expertise, conduct inspections of public water systems. On-site inspection activities include water source intakes, treatment plants, storage, and distribution facilities. Other surveillance activities involved in the inspection of public water systems include review of system operational records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information; preparation of reports and letters documenting inspections and required corrective actions.
20%	Act as the Lead and Copper Rule Revisions (LCRR) technical expert for the section. Assist the LCRR workgroup with the development of all initial material for water systems and assist staff with the development of WaterTap data intake system. Act as section lead on LCRR issues with water systems and Local Primacy Agency (LPA) Counties. Act as liaison between the field staff, water systems and the LCRR Unit. LCRR workgroup participation will include development of initial material for water systems and staff, including staff training.
20%	Assist the LCRR Unit with monitoring and reporting requirements, determination of regulatory compliance, enforcement activities, creation of templates for reporting, communication materials to water system, public education templates for water system uses, frequently asked question documentation, and site field visits.
Marginal Functions (Including percentage of time):	
10%	Prepare and review reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities. Make and check engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conduct on-site field inspections of water system facilities as part of permit application processing. Work on Safe Drinking Water State Revolving Fund projects.
5%	Provide engineering assistance to Local Primacy Agencies and public water systems on water quality issues, operational problems, and treatment facilities. Provide assistance for departmental research projects, policy development and studies.
5%	Conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review and signature. Track compliance dates and make necessary follow-up action to ensure public water systems comply with directives of the Division.



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5%	Assist in conducting investigations of water quality problems such as those resulting from chemical or bacteriological contamination of public water supplies. Consult with and advise a variety of health and other public officials, engineers, attorneys, water consumer groups, environmental justice groups and others on public health aspects of water supply quality control programs. Assist in making presentations to interested groups on a variety of health-related water supply matters.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move and retrieve files and/or documents up to 15 pounds. Navigate uneven, rugged terrain for extended periods of time, including scaling tanks, in extreme temperatures throughout the workday. Travel independently to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state and may include overnight stays.

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