



Classification: Water Resource Control Engineer
 Position Number: 880-140-3846-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-140-083	Classification Title: Water Resource Control Engineer	Position Number: 880-140-3846-XXX
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R9
Division/Office: Los Angeles Regional Water Quality Control Board-Region 4		Section/Unit: Watershed Regulatory Section/General Permitting Unit
Supervisor's Name: Jeong-Hee Lim		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffany Pace</i>	Date: March 9, 2026

General Statement
Under the close supervision of a Senior Water Resources 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 (WRCE) is responsible for drafting NPDES/WDRs permit, reviewing engineering reports and technical documents to determine completeness, performing engineering evaluation to determine adequacy of the proposed wastewater treatment technologies and accuracy of engineering calculation, and conducting pre-permitting and termination inspections.
Essential Functions (Including percentage of time):



40%	<p>Review permit applications for waste discharge requirements to determine completeness and adequacy. Draft National Pollutant Discharge Elimination System (NPDES) permits and waste discharge requirements, and process enrollments and terminations under general NPDES permits. Assess engineering reports and treatment facilities. Perform engineering and statistical calculations, such as reasonable potential analyses, to develop appropriate physical, chemical, and/or biological limitations for inclusion in waste discharge requirements in order to protect beneficial uses and the water quality of receiving waters. When necessary to determine appropriate limitations, analyze engineering data to evaluate hydraulic and/or waste loading rates for treatment facilities and the assimilative capacity of receiving waters. Review design criteria for waste treatment units and conduct engineering evaluations to determine whether the units can comply with applicable regulatory requirements and standards. Based on professional engineering judgment and available information, prescribe permit limitations, monitoring requirements, and other regulatory conditions.</p>
25 %	<p>Conduct field inspections of waste treatment facilities and pollutant controls for existing or proposed discharges covered by general NPDES permits. Utilize principles of water quality control and environmental, chemical, civil engineering principles as they relate to treatment and disposal of groundwater, sewage and industrial wastes, and make engineering evaluations of the treatment units and pollutant control measures for proper operation and maintenance. Inspect the sampling locations, observe sampling procedures and laboratory techniques, and review monitoring data and make any necessary engineering calculations to determine compliance with waste discharge requirements. Review discharge self-monitoring reports and technical documents for compliance with the waste discharge requirements.</p>
15%	<p>Maintain cooperative relations with those contacted during the course of the work; participate in meetings with other engineers and technical staff from public agencies, dischargers, and consultants to discuss requirements for new or potential waste discharges, proposed cleanup and/or remediation measures for spills, and proposed actions and time scheduled to correct violations of waste discharge requirements; prepare written engineering reports documenting results of inspections and investigations; prepare enforcement correspondence as necessary; and draft formal enforcement actions, such as Cease and Desist Orders, and Time Schedule Orders; and develop presentations and make oral reports to the Los Angeles Board concerning compliance inspections and pollution investigations during enforcement hearings, and explain technical aspects of findings based on application of engineering principles.</p>
10%	<p>Conduct field investigations of water pollution complaints, including illegal pollutant discharges, raw sewage spills, oil spills, and toxic and/or hazardous chemical spills. Utilize engineering principles, evaluate potential impact on receiving waters. Using best engineering judgement, make recommendations for spill control measures and/or cleanup actions as necessary to prevent water pollution or degradation of receiving waters. Based on engineering judgement, recommend appropriate enforcement actions, and prepare the necessary letters and engineering reports.</p>



Marginal Functions (Including percentage of time):	
5%	Track the records of reported annual volume discharges from general NPDES permit enrollees and provide it to the supervisor to update the section homepage regarding the total annual volume discharge for public information. Prepare the weekly progress report on the work assignments and discuss it with the supervisor.
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. The job requires fieldwork that involves navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, occasionally carry more than 50 pounds, standing/sitting for long periods of time. The incumbent must possess a valid driver's license and be able to operate a motorized vehicle to facilities for inspections.

Typical Working Conditions:

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday and involves hybrid telework based on operational needs as specified by the agency. The incumbent is required to come into the office as needed. 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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date