



Classification: Supervising Water Resource Control Engineer  
 Position Number: 880-110-3849-006

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-110-043	<b>Classification Title:</b> Supervising Water Resource Control Engineer (Supervisory)	<b>Position Number:</b> 880-110-3849-006
<b>Division Supervisor Name:</b> Vacant	<b>Working Title:</b> Division Supervisor	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S09
<b>Division/Office:</b> North Coast Regional Water Quality Control Board- Region 1		<b>Section/Unit:</b> Point Source Control & Groundwater Protection Division
<b>Supervisor's Name:</b> Claudia E. Villacorta		<b>Supervisor's Classification:</b> Career Executive Assignment (CEA A)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 3/23/2026

<b>General Statement</b>
Under direction of the Assistant Executive Officer, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Division Supervisor 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.
<b>Position Description</b>



The Supervising Water Resources Control Engineer (Division Supervisor) manages the Point Source & Groundwater Protection Division. The Division Supervisor is responsible for planning, organizing, directing, and coordinating the work of four program units and one Groundwater Protection Specialist. Collectively, these units and the Groundwater Protection Specialist conduct work related to seven distinct core regulatory programs: wastewater, stormwater, discharge to land, solid waste disposal, underground storage tank and site cleanup, groundwater protection, and environmental justice.

The Division Supervisor is responsible for providing managerial day-to-day guidance, reviewing and approving completed staff work, preparing and delivering updates to executive management regarding progress and pending matters, and assuring timely Board adoption of permits and enforcement orders. As part of the Executive Team, the Division Supervisor will be expected to provide strategic input and guidance on the most complex technical and policy challenges facing the region. Specific responsibilities are listed below.

**Essential Functions (Including percentage of time):**

20%	Plans, organizes, and directs the Division’s two National Pollutant Discharge Elimination System (NPDES) Unit’s work involving the Clean Water Act NPDES wastewater and stormwater programs. Responsibilities include oversight and direction of all individual and general municipal, industrial, colleges, and fish hatchery permits in the region, including permit renewal, performance target setting and tracking, and facility performance. The Division Supervisor is responsible for overseeing implementation of Phase 1 municipal, statewide municipal (Phase 2), industrial and construction stormwater permits and associated programs in the region. Responsible for the operational planning and assigning of projects to ensure timely Board adoption of NPDES permits, related enforcement orders and completion of compliance evaluation activities (e.g., inspections, discharge reviews) consistent with the annual Division work plan. In this capacity, the Division Supervisor assesses and resolves difficult water quality and administrative issues; provides managerial guidance, engineering review and administrative direction for these Regional Water Board activities and programs; and is responsible for and reports to the Assistant Executive Officer on program and staff productivity, efficiency, and performance.
15%	Plans, organizes, directs, and coordinates the Division’s Groundwater Permitting Unit work involving permitting of waste discharge to land for municipal and community wastewater treatment facilities, wineries and food/ beverage processors, recycled water producers and users, public sanitary sewer systems, mobile home parks, campgrounds, rest areas and sawmills in the region. The Division Supervisor also supervises work involving waste discharge to land for solid waste disposal sites in the region (both active, closed and legacy) and mine waste sites (active and legacy). Responsible for operational planning and assigning projects to ensure timely Board adoption of discharge to land and solid waste disposal permits, related enforcement orders and completion of compliance evaluation activities (e.g., facility inspections, discharge report reviews) consistent with the annual Division work plan. In this capacity the Division Supervisor assesses and resolves difficult water quality and administrative issues; provides managerial guidance, engineering review and administrative direction for these Regional Water Board activities and programs; and is responsible for and



Classification: Supervising Water Resource Control Engineer  
 Position Number: 880-110-3849-006

	reports to the Assistant Executive Officer on program and staff productivity, efficiency, and performance.
15%	Oversees the Division's Cleanup Unit work related to the site cleanup program, underground storage tank program, the Department of Defense program, and other soil and groundwater cleanup programs for the region. This work includes actions necessary to mitigate and manage subsurface discharges. In this capacity, the Division Supervisor assesses and resolves difficult water quality and administrative issues; provides managerial guidance, engineering review and administrative direction for these Regional Water Board activities and programs; and is responsible for and reports to the Assistant Executive Officer on program and staff productivity, efficiency, and performance.
15%	Oversee the Division's Groundwater Protection Specialist work related to the region's groundwater protection programs and groundwater management initiatives. Responsibilities include oversight and direction of groundwater basin monitoring and assessments, reviews of hydrogeological plans and reports, designs of subsurface wastewater disposal systems and waste containment units, subsurface contaminant fate and transport studies, and complex environmental and geotechnical investigations.
15%	Coordinates with the organization's Enforcement Unit Senior to prioritize enforcement cases, direct enforcement strategy, track and push forward case progress, review completed work and prepare and deliver updates to executive management regarding progress and pending enforcement matters. Using scientific and engineering expertise and knowledge ensures that enforcement actions adequately and appropriately account for beneficial use impacts including but not limited to public and environmental health impacts using scientifically acceptable engineering methods, including consideration of harm factors when determining monetary penalties. Responsible for the operational planning and assigning of projects to ensure timely resolution of enforcement cases and compliance improvement.
10%	Leads communication and coordination with the State Water Resources Control Board and other State, Federal, and local agencies, stakeholders, and other parties to resolve technical and regulatory issues as they arise in the permit, policy, and enforcement development process. This includes developing, reviewing, and commenting on draft policies, procedures, and technical memoranda.  Leads efforts to conduct focused work with the region's small, disadvantaged communities (DACs) and tribes including providing administrative and technical assistance for the planning and construction of the environmental infrastructure needed.

**Marginal Functions (Including percentage of time):**



Classification: Supervising Water Resource Control Engineer  
 Position Number: 880-110-3849-006

5%	Oversees budget planning, tracking and performance related to Division programs. Prepares the annual Division work plan; oversees setting of performance measures and targets, tracks progress, milestones, and accomplishments. Provides briefings, performance progress, and relevant budget-related updates for executive management. Develops, evaluates, implements, and recommends modifications to program and budget resources, personnel resources, and outputs related to the Division programs. Develop budget change proposals.
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 a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents. Navigate uneven, rugged terrain when participating in site visits/inspections.

**Typical Working Conditions:**

The Division Supervisor works a hybrid schedule, performing duties from a smoke-free office located in either Santa Rosa or Eureka, California. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during board hearings, community meetings or when the department is mission tasked. Travel will 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
Employee Name	Employee Signature	Date