



Classification: Water Resource Control Engineer  
 Position Number: 880-190-3846-054

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-190-032	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-190-3846-054
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R09
<b>Division/Office:</b> San Diego Regional Water Quality Control Board (Region 9)		<b>Section/Unit:</b> Surface Water Protection Branch/Storm Water Management Unit
<b>Supervisor's Name:</b> Ben Neill		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> <i>Tiffany Pace</i>	<b>Date:</b> March 27, 2026

<b>General Statement</b>
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.
<b>Position Description</b>
Consistent with the California Regional Water Quality Control Board, San Diego Region practical vision, perform professional engineering work and develop solutions pertaining to the regulation of stormwater discharges under the National Pollutant Discharge Elimination System (NPDES) stormwater program and other related programs and the investigation and control of water pollution from point and nonpoint sources. Using engineering and regulatory skills, the WRCE will evaluate, review, check, and interpret stormwater permit applications, technical reports, specifications, and monitoring data; issue stormwater permits; conduct compliance inspections and audits; prepare reports and enforcement; and draft orders for Board and management consideration. The WRCE will manage case information using the appropriate internal web-based databases such as the California Integrated Water Quality System (CIWQS), Stormwater Multiple Application Reporting & Tracking System (SMARTS), GeoTracker, and Paperless Office (ECM).



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

30%	<p>Apply engineering methods and principles in the development and interpretation of permit and regulatory requirements; evaluating capabilities of technologies, structural and non-structural best management practices, low impact development techniques and post-construction treatment control best management practices to control wastewater, stormwater, and nonpoint source discharges, and the effects of these discharges and urbanization on the water quality, habitat, and ecology of receiving watershed environments. This includes, but is not limited to, evaluation of the fate and transport of pollutants as well as stream morphology, hydrology, channel form, and sediment supply and their interaction in supporting water supply and habitat beneficial uses. Core duties include, but are not limited to, working collaboratively with other staff to: prepare or review waste discharge requirements, NPDES permits such as Phase I and Phase 2 municipal, construction, and industrial stormwater permits and other documents; review and evaluate reports of waste discharge, NPDES permit applications, stormwater management plans, water quality certification applications, technical reports, and environmental documents; enroll dischargers in regional and statewide permits and waivers; prepare monitoring programs and evaluate monitoring reports; assure consistency with relevant water quality plans and policies; review compliance with applicable laws, regulations, permits, and total maximum daily loads; update database systems as appropriate, index documents for electronic storage and retrieval; provide information, file, and data management through computer databases, modelling, and/or data analysis software and systems; and prepare tentative orders and resolutions with supporting documentation for review or adoption by the San Diego Water Board.</p>
25%	<p>Apply engineering methods and principles in performing a variety of duties related to site inspections, field investigations, and collection of water and waste samples from specific locations and sources. Conduct field investigations and studies at sites where wastes, including toxic and hazardous waste and materials, are discharged and stored, and prepare written reports associated with these investigations and studies. Site investigations may include, but not be limited to, receiving waters, wastewater treatment plants, land disposal operations, cleanup sites, hazardous waste disposal sites, pesticide storage and application sites, power plants and other industrial sites, construction sites, and municipal facilities. Field tasks include driving to facilities, collection of samples of runoff, water, soil, influent, effluent, sludge and other waste contaminated with pollutants, including toxic or hazardous materials, observing construction of waste management and monitoring facilities; and permit compliance evaluations of facilities, structural and non-structural best management practices, erosion and sedimentation controls at construction sites, and stormwater pollution prevention plans. Prepare written documents that include inspection reports, enforcement orders, monitoring and technical report directives, and other correspondence related to inspections and manage written records in computer databases.</p>



15%	<p>Provide engineering review and evaluation of technical and monitoring reports, plans, and projects related to permit compliance, water quality planning, and assessment. Apply engineering methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants and water diversions on water quality and beneficial uses. Design and perform monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Working collaboratively with other staff perform activities on water quality assessment, State Water Board draft policies and plans, and Total Maximum Daily Load (TMDL) and other Basin Plan amendments, supporting technical reports, and environmental documents, for San Diego Water Board review or adoption. Review, interpret, and implement applicable water quality planning laws, regulations, and programs.</p>
15%	<p>Provide engineering preparation, review, and evaluation of technical reports in engineering matters related to enforcement. Apply engineering methods and principles in responding to illegal waste discharges to the lands and waters of the state, toxic and hazardous materials pollution, and point and nonpoint source pollution. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Assess compliance through various means including review and interpretation of waste discharge requirements, water recycling requirements, NPDES permits, water quality certifications, monitoring reports, technical reports, compliance inspections and audits, citizen complaints, notifications from other governmental agencies, and file review. Implement enforcement through an escalating series of actions to (1) assist cooperative dischargers in achieving compliance; (2) compel compliance for repeat violations and recalcitrant violators; and (3) provide a disincentive for noncompliance. Working collaboratively with other staff, the State Water Board's Office of Enforcement, and the California State Attorney General's office, prepare violation notices and enforcement orders, and supporting documentation for San Diego Water Board review or adoption. Provide regulatory oversight of NPDES permitted facilities, and other projects to obtain compliance with San Diego Water Board orders and state and federal water quality laws, policies, and regulations.</p>

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



10%	Participate and communicate effectively in teleconference, audiovisual, and face-to face meetings with technical consultants, dischargers, attorneys, governmental agencies, news media, and the general public in the San Diego Water Board office and other locations. Meetings may involve overnight travel. Appear or testify as a professional engineer to clarify and interpret San Diego Water Board policy and objectives. Prepare for and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies. Answer a variety of inquiries in informal face-to face meetings in the San Diego Water Board office during drop-in visits by the public and regulated community. Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, management, and external and other internal stakeholders. Provide the status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Respond timely to inquiries from the regulated community, interested parties, and local, state, and federal agencies. Represent the Water Board as needed in outreach and engagement efforts, including giving presentations and facilitating meetings and workshops.
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 Voice over Internet Protocol phone through Microsoft Teams, 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. Ability to drive to remote facilities, navigate uneven or rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and standing and/or sitting for long periods of time.

**Typical Working Conditions:**

When not conducting field work, the incumbent works on the 2nd floor of an office building in Mission Valley San Diego, in an enclosed, potentially non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when a project is mission tasked. Travel may be required locally and within the state. Alternate work schedules and telework up to three days a week are discretionary following a probationary period.

**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
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Employee Name	Employee Signature	Date