



Classification: Water Resource Control Engineer
 Position Number: 880-157-3846-014

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 25-157-033 | Classification Title: Water Resource Control Engineer | Position Number: 880-157-3846-014 |
| Incumbent Name: Vacant | Working Title: Water Resource Control Engineer | Effective Date: TBD |
| Tenure: Permanent | Time Base: Full-Time | CBID: R09 |
| Division/Office: Central Valley Regional Water Quality Control Board/Redding | | Section/Unit: NPDES Permitting/Enforcement |
| Supervisor's Name: Michael Collins | | Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory) |

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| Human Resources Use Only: | |
| HR Analyst Approval: <i>Paula Fisher-Lum</i> | Date: 04/03/2026 |

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| 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 is responsible for reviewing and analyzing Reports of Waste Discharge for new or renewed National Pollutant Discharge Elimination System (NPDES) permits, developing final NPDES permits drafts and corresponding documents, conducting compliance and enforcement activities for the NPDES wastewater program, and presenting findings at Board Meetings, if necessary. The Water Resource Control Engineer is required to work independently, communicate effectively, manage multiple tasks and engage and collaborate effectively with others. |



Essential Functions (Including percentage of time):

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| 40% | Review, revise and/or prepare new or updated National Pollutant Discharge Elimination System (NPDES) permits (permits) and waste discharge requirements (WDRs), self-monitoring programs and reporting schedules for industrial and municipal discharges; coordinate review process with applicable industry or agency representatives, engineering consultants and other interested parties. Utilize sound engineering judgment and expertise to review technical reports and develop final permit/WDRs drafts and corresponding documents and conduct other water quality control-related tasks. Gather engineering information and substantiating data for Water Board presentations; make Board presentations for permits. |
| 20% | Initiate administrative enforcement and other enforcement actions as directed by supervisor. Write correspondence, technical reports, notices of violation and enforcement orders. Assist in settlement negotiations for enforcement cases. Prepare staff reports, make presentations and provide testimony before the Regional Board. Provide long-term oversight to ensure that facilities return to compliance. |
| 15% | Conduct and check engineering calculations of technical and monitoring reports; prepare and/or supervise preparation of maps, graphs other visual aids; prepare correspondence; analyze and interpret data for evaluation of waste discharge compliance with prescribed specifications and evaluate engineering data relating to the design and performance of wastewater treatment and disposal facilities. Review electronic and paper self-monitoring reports for compliance with waste discharge requirements. Compile data, interpret results, and conduct statistical analyses of water quality data based on permit requirements using engineering knowledge. Write reviews of monitoring reports that identify permit violations and actions needed to achieve compliance. Use data management systems to enter information and track compliance. Assist intermittent employees in the use of those systems. Assist dischargers in implementing their monitoring and reporting programs. |

Marginal Functions (Including percentage of time):

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| 10% | Conduct site inspections of wastewater treatment facilities and industrial facilities to facilitate development of permits/WDRs and ensure compliance with current permits/WDRs. Conduct field investigations of environmental complaints and/or spills associated with water quality protection. Perform environmental sampling of various media (e.g., water, soil, etc.). Use sound engineering judgment and expertise to make appropriate observations and documentation. Prepare inspection reports and other follow-up tasks as required. |
| 10% | Represent the Water Board in in-person and web-based meetings with dischargers, engineering consultants, government agencies, environmental groups, and the public. Provide clarification and interpretation of Water Board policies and water quality control plans. Participate in public information events upon request. Prepare tracking and progress reports regarding enforcement program activities. |



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| 5% | Perform other duties as required. |
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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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc. Hours during field work may exceed a normal 8-hour workday.

Typical Working Conditions:

The incumbent typically works in the two-story Central Valley Regional Water Quality Control Office building. In-office work is located in a non-windowed office cubicle in a smoke-free environment. The Work schedule is Monday through Friday. Overtime, including early morning or evening work, may be necessary during site inspections. Travel may be required locally and within the state. Travel may include overnight stays within the state. The position also requires several half-day to day-long site inspections of wastewater treatment facilities or direct surface water discharges annually and responding to environmental complaints related to water quality protection.

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.

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| Supervisor Name | Supervisor Signature | Date |
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| Employee Name | Employee Signature | Date |
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