



Classification: Senior Water Resource Control Engineer
 Position Number: 880-120-3844-045

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-120-095	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-120-3844-045
Incumbent Name: TBD	Working Title: Senior Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time (FT)	CBID: S09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: NPDES Division / Recycled Water, Wastewater, IGP/CGP, Enforcement
Supervisor's Name: Mary Cousins		Supervisor's Classification: Environmental Program Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the NPDES Wastewater Division Manager, an Environmental Program Manager I, 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 incumbent directs the activities of the Division's Recycled Water, Wastewater, Industrial General Permit / Construction General Permit, Enforcement section. The section consists of technical staff responsible for: 1) the recycled water program which encompasses the permitting (via Waste Discharge Requirements and/or Water Reclamation Requirements) and oversight of both public and private water recycling programs, 2) wastewater discharges to land program which encompasses the permitting (via Waste Discharge Requirements) and oversight of wastewater treatment systems that discharge to land, 3) the Onsite Wastewater Treatment Systems (OWTS) program, which includes oversight of local agency (county) oversight of OWTS per compliance with the State OWTS Policy and, as needed, permitting of individual facilities, and 4) the industrial and construction stormwater program which includes implementation of the statewide general permits, and associated enforcement.



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Essential Functions (Including percentage of time):	
45%	<p>Manage the section’s programs by scoping, planning, tracking, and communicating with external interested parties. Supervise, plan, organize, and direct the work of the section’s staff, including preparing individual work plans; providing day-to-day guidance of technical staff to ensure they are appropriately trained, timely completing work, and implementing a shared set of agency expectations; providing first-level engineering and technical review and approval of written documents (e.g., general order enrollment letters, notice of violation letters, draft waste discharge requirements and water recycling requirements, and other general correspondence) to ensure proper content, consistency, completeness, and accuracy; organizing and participating in meetings with interested parties; preparing items for Board action; and preparing annual performance targets and overseeing progress towards achieving them. Ensure work products are completed in a timely manner and are professional and at a high level of technical accuracy.</p>
20%	<p>Organize and run meetings with interested parties and complete or help complete technical work products, often in coordination with the section staff or other agency staff, using technical and engineering knowledge and expertise. Meetings include small meetings with individuals and outreach meetings to large groups. Technical work products include briefings for management and Board members, policy memos, orders, enforcement referral memos, Municipal Regional Permit provisions associated with the stormwater general permit program, and progressive enforcement actions. Provide written correspondence regarding projects via email with external interested parties, peers, and management. Develop written reports and PowerPoint presentations and attend meetings with peers, supervisors, management, and external interested parties. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding the section’s programs.</p>
20%	<p>Represent the Water Board on statewide and regional issues and coordinate the Region’s discharge to land activities and stormwater general permit activities with the Division Manager, State Water Resources Control Board, U.S. EPA, other involved agencies, dischargers, other regions, and other divisions within the San Francisco Bay Region. Participate in the Stormwater Roundtable and the WDR Roundtable and in other statewide program forums. Work collaboratively in groups internally and with external interested parties to develop technical, regulatory, and procedural recommendations for projects and issues. Represent the Regional Board in meetings of public agencies, respond to public inquiries, participate at regional conferences, and promote outreach on regulations and permitting approaches waste discharges and recycled water programs.</p>
Marginal Functions (Including percentage of time):	



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10%	Perform administrative work associated with this position, including staff recruitments, performance evaluations, and output reporting. Provide guidance and policy direction to section staff on personnel issues. Prepare duty statements and job announcements for vacant positions. Conduct hiring interviews and fill vacant positions. Provide appropriate training and coaching and complete annual performance appraisals and individual development plans for section staff. Recommend and prepare personnel actions in consultation with the Division of Administrative Services.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, utilize a Voice over Internet Protocol (VoIP) phone through Microsoft Teams, and type on a keyboard for extended periods of time. The job requires the ability to navigate a wide range of field conditions for compliance inspections, including wastewater treatment systems, industrial facilities, construction sites, roads, and streams, wetlands, ponds/lakes, and shorelines.

Typical Working Conditions:

The standard work schedule is Monday through Friday. 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

Employee Name	Employee Signature	Date