



Classification: Senior Water Resource Control Engineer (Supervisory)
 Position Number: 880-140-3844-037

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-140-124	Classification Title: Senior Water Resource Control Engineer (Supervisory)	Position Number: 880-140-3844-037
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Los Angeles Regional Water Quality Control Board-Region 4		Section/Unit: Watershed Regulatory Section/Municipal Permitting Unit
Supervisor's Name: Jeong-Hee Lim		Supervisor's Classification: Supervising Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffany Pace</i>	Date: May 21, 2026

General Statement
Under the direction of a Supervising 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 Senior Water Resource Control Engineer (Supervisory) is responsible for directly supervising Municipal Permitting Unit staff engaged in the preparation and regulation of waste discharge requirements for publicly owned treatment works (POTWs), National Pollutant Discharge Elimination System (NPDES) permits and for waste discharge requirements and water reclamation requirements (WDR/WRR) permits.
Essential Functions (Including percentage of time):



45%	<p>Plan, organize, direct, and evaluate the work of engineering staff in the Municipal Permitting Unit responsible for preparing waste discharge requirements for publicly owned treatment works (POTWs), National Pollutant Discharge Elimination System (NPDES) permits, waste discharge requirements, and water reclamation requirements (WDR/WRR) permits. Provide direct supervision, technical guidance, and quality control review of complex engineering analyses, permit documents, and regulatory recommendations to ensure consistency with applicable water quality laws, regulations, policies, procedures, and program objectives. Review reasonable potential analysis calculations used to establish final effluent limitations, anti-backsliding evaluations, Pretreatment Program correspondence, Title 22 Engineering Reports, Climate Change Plans, Temperature Study Work Plans and reports, Fact Sheets, Monitoring and Reporting Programs, Time Schedule Orders, Quality Assurance Project Plans, Los Angeles Water Board agenda packages, and presentations. Evaluate complex engineering analyses and reports related to the impacts of wastewater discharges to surface water and groundwater to ensure the protection of water quality and beneficial uses. Represent the unit in coordination with stakeholders, regulated entities, State Water Board, USEPA, and other governmental agencies. Communicate technical and regulatory requirements clearly in meetings, correspondence, and presentations. Monitor workload, assign priorities, review staff work products for accuracy and completeness, and ensure the unit achieves State Water Board and USEPA work plan commitments, including reducing the backlog of expired POTW permits.</p>
30%	<p>Prepare unit work plan commitments consistent with Los Angeles Water Board, State Board and USEPA directives. Communicate major permitting issues to Los Angeles Water Board management, legal team, Enforcement and TMDLs program staff. Work with dischargers on permit compliance issues, develop proper permitting pathways, and provide remedies for problems and corrective actions. Schedule and tracks follow-up actions and re-openers for each adopted POTW permits. Take a leadership role in fostering communications with internal and external stakeholders, including the Division of Drinking Water (DDW), Division of Water Quality (DWQ), and the Division of Water Rights. Prepare technical correspondence and reports and maintain files. Prepare comment letters in response to draft State Water Board Policies or Plans. Respond to public inquiries, make presentations before the Los Angeles Water Board, State Board, other agencies groups, and the public.</p>
15%	<p>Participate in meetings with dischargers, public agencies, internal staff, consultants, and stakeholders such as NPDES roundtables, Recycled Water roundtables, Water Reuse meetings, and various internal/external meetings related to permit development and requirements. Coordinate and work on special assignments with other scientists, geologists, engineers and technical staff from public agencies, dischargers, and consultants, and environmental groups to discuss proposed requirements for discharge and/or corrective actions proposed for meeting water quality standards. Coordinate with other units at the Los Angeles Water Board, such as the Basin Planning, Total Maximum daily Loads, Enforcement, and Stormwater units, to provide assistance in developing regulatory/technical requirements and orders.</p>



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Marginal Functions (Including percentage of time):	
5%	Act as a Los Angeles Water Board liaison between the multiple POTWs and other parties. Act as an expert witness in Los Angeles Water Board NPDES permit petition cases and court actions.
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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works on the second floor of a high-rise office building in downtown Los Angeles, in windowed cubicle office in a smoke-free environment. The work schedule is Monday through Friday. This position requires a minimum of two in-office workdays per week based on operational need, any changes or modifications to these requirements shall be proposed to and approved by the Supervising Water Resources Control Engineer. The incumbent will occasionally work in the field, and 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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date