



Classification: Water Resource Control Engineer  
 Position Number: 880-170-3846-039

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-170-027	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-170-3846-039
<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> Colorado River Basin Regional Water Quality Control Board – Palm Desert		<b>Section/Unit:</b> NPDES Unit
<b>Supervisor’s Name:</b> Logan Raub		<b>Supervisor’s Classification:</b> Senior Environmental Scientist

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under close supervision of a Senior Environmental Scientist 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>
The incumbent, using engineering skills and judgment, performs water quality control engineering activities in assigned areas of responsibility. Works cooperatively with and is responsive to federal, state, and local governmental agencies and the public.



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

45%	Implement the National Pollutant and Discharge Elimination System (NPDES) program for the State Water Board Industrial General Permit (IGP) for stormwater. Staff shall be familiar with the IGP and the State Water Board's Stormwater Multiple Application and Reporting Tracking System (SMARTS). Using engineering judgment, skills and knowledge, perform routine inspections; Notice of Termination (NOT) inspections and Notice of Non-Applicability (NONA) evaluations; provides assistance to external customers on completing Notice of Intent (NOI), NOT forms and No Exposure Certification (NEC) assessments; review annual industrial reports; and follow-up to ensure compliance with requirements. Under the NPDES Municipal Separate Storm Sewer System (MS4) stormwater program, incumbent is responsible for meeting work task commitments for Phase 1 and Phase 2 MS4 permits. Prepare all necessary documentation, as well as letters, reports, and prepare formal/informal enforcement orders to ensure permittees comply with Board requirements. Other activities include providing informal responses for activities associated with the industrial program and contacting external customers regarding billing for payments.
20%	Work cooperatively with and is responsive to federal, state, and local governmental agencies and the public in implementing the NPDES program for wastewater discharges. Review Reports of Waste Discharge and draft NPDES permits; and conduct inspections of NPDES facilities to determine compliance with Board requirements. Using engineering judgment, skills, and knowledge to evaluate technical data from observations, self-monitoring reports, technical reports, and field sampling data to ascertain whether dischargers comply with basin plan, other plans and policies, and permits. In addition, evaluate sampling points and laboratory techniques.
15%	Work cooperatively with and is responsive to federal, state, and local governmental agencies and the public in implementing the 401 Water Quality Certification (401 WQC) Program. Under the 401 WQC program, staff will have primary responsibilities for meeting work task commitments. Using engineering skills and judgment review 401 WQC applications, Department of Fish and Wildlife agreements, federal permits, California Environmental Quality Act (CEQA) documents; issues public notices; conduct CEQA if necessary; conduct site inspections and issues 401 WQC letters.
15%	Respond to telephone and written inquiries, prepare and participate in Regional Board exhibits, and participate in public activities as a representative of the Regional Board. Record and respond appropriately to complaints by citizens and other governmental agencies about activities allegedly creating either nuisance or pollution.

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

5%	Performs other duties as required.
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**Typical Physical Conditions/Demands:**



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The job requires extensive use of a personal computer, the ability to sit/stand at a desk, and utilize a keyboard for extended periods of time. Ability to lift and carry 15 pounds if needed to assist with sample collection, handling, and shipment; retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

**Typical Working Conditions:**

The incumbent is office based and works on the 1st floor of a single-story office building in Palm Desert. The office space is an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday with some flexibility in scheduled working days and times. 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