



Classification: Senior Water Resource Control Engineer
 Position Number: 880-170-3844-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-170-032	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-170-3844-002
Incumbent Name: VACANT	Working Title: WDR/Land Disposal Unit Chief	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Colorado River Basin Regional Water Quality Control Board		Section/Unit: Non-Chapter 15, WDR Permitting/Title 27, Landfills, Land Disposal
Supervisor's Name: Kai Dunn		Supervisor's Classification: Assistant Executive Officer/CEA

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date: June 3, 2026

General Statement
Under the general direction of an Assistant Executive Officer/CEA 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 (SWRCE) uses engineering expertise and management skills to perform the supervisory duties of the WDR/Land Disposal Unit as a unit chief. The unit chief supervises, manages, trains, and assists technical staff in implementing all Regional Board regulatory duties related to the regulatory programs.



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Essential Functions (Including percentage of time):	
35%	Supervise and manage the Waste Discharge Requirements (WDRs) discharge to land (Non-15) for wastewater, recycled water, onsite wastewater treatment systems and sanitary sewer overflow, Land Disposal program (Chapter 15) for landfills, geothermal facilities, mining operation, and the discharge to waste containment (Industrial Title-27) programs. Plan, organize and direct staff work assignment, coordinate with Regional Board management and State Board program managers on activities relating to workplan development, priority setting and meeting commitments.
35%	Provide supervision and guidance for program staff in the following areas: Complete technical and administrative reviews of all staff work such as 1) permitting actions including waste discharge requirements and notices of applicability, 2) informal and formal enforcement actions, including notices of noncompliance, notices of violation, cease and desist orders, cleanup and abatement orders, and administrative civil liability orders, 3) case handling work, including workplans and technical report reviews, groundwater monitoring and investigations, 4) responses to dischargers and the public with regard to regulatory and technical inquires, 5) database management including review of staff work for management and use of the Board's various databases and electronic filing systems, and 6) reviewing, preparing and processing Board Orders for adoption.
25%	Provide supervision, coaching, periodic feedback and where necessary progressive discipline for staff. Conduct routine meetings with individual staff and unit staff as appropriate, and keep management informed of pending issues. Represent the Regional Board at meetings and conferences related to the above-listed programs; prepares and delivers presentations to the Regional Board at Board Meetings; serve as point of contact for CalEPA, and other government agencies on Regional Water Quality-related matters concerning the above-listed programs.
Marginal Functions (Including percentage of time):	
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 keyboard for extended periods of time. Ability to lift and carry 25 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:	



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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. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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