



Classification: Water Resource Control Engineer
 Position Number: 880-170-3846-036

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-170-033	Classification Title: Water Resource Control Engineer	Position Number: 880-170-3846-036
Incumbent Name: VACANT	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Colorado River Basin Regional Water Quality Control Board – Palm Desert		Section/Unit: Land Disposal Unit
Supervisor’s Name: Vacant		Supervisor’s Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date:

General Statement
Under close supervision of a Senior Water Resource Control Engineer 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, 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):	
35%	Review Reports of Waste Discharge, engineering reports, technical reports, California Environmental Quality Act (CEQA) documents, engineering designs and performance criterion of wastewater treatment and/or disposal facilities. Prepare Waste Discharge Requirements (WDRs) orders for Discharge to Land program. Attend meetings, prepare engineering technical reports, and review and/or prepares CEQA documents, as necessary, for the development of WDRs. Respond to correspondence regarding assigned facilities. Provide oral and written presentations to the Regional Board meeting and facilitates meetings with stakeholders, external and internal groups. Work cooperatively with, and is responsive to federal, state, and local governmental agencies and the public.
25%	Conduct site inspections of regulated facilities, prepare inspection reports that include sound technical and regulatory recommendations and uploads the reports into the appropriate database(s). Conduct complaint investigations determine whether nuisance or pollution conditions exist that could adversely impact water quality. Initiate informal enforcement and assists in the preparation of formal enforcement orders to resolve violation issues.
20%	Evaluate self-monitoring reports and monitoring data to ensure ground and surface waters are protected. Investigates complaints, evaluates hydrogeological site assessments, and corrective action plans and activities. Determine facility compliance with the WDRs, Basin Plan, and other plans and policies.
15%	Work cooperatively with Local Enforcement Agencies (counties and municipalities) and other Regional Water Boards in developing and updating Local Agency Management Programs (LAMPs). Assist in the implementation of the State Water Boards Onsite Wastewater Treatment Systems (OWTS) Policy.
Marginal Functions (Including percentage of time):	
5%	Perform other assigned duties or actions beneficial to the Unit, Section or Regional Water Board that is within the range of knowledge and abilities expected of a Water Resources Control Engineer.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer, the ability to sit/stand at a desk, and type on 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.	



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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