



Classification: Water Resource Control Engineer  
 Position Number: 880-110-3846-050

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-110-047	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-110-3846-050
<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> North Coast Regional Water Quality Control Board. Region 1- North Coast/Eureka		<b>Section/Unit:</b> Point Source Control & Groundwater Protection Division/NPDES Wastewater Unit
<b>Supervisor's Name:</b> Mona Dougherty		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Danielle Klemencic	<b>Date:</b> 6/17/2026

<b>General Statement</b>
Under the 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 Water Resource Control Engineer 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 Water Resource Control Engineer (WRCE) is responsible for work within the scope of the Water Resource Control Engineer Series Specification, including application of the associated knowledge and abilities. The WRCE will draft permits for wastewater treatment facilities (WWTFs) and bring them to the Regional Water Board for consideration; and conduct inspections of WWTFs. The WRCE will review and approve plans submitted related to permit requirements; prepare technical reports, documents, and presentations related to permit compliance and enforcement of permit conditions. The WRCE will be able to use clear communication skills, knowledge of engineering principles, and professional judgement to implement Water Boards' plans and policies, and water quality standards to restore and protect the quality and beneficial uses of surface and ground water in the State of California.
<b>Essential Functions (Including percentage of time):</b>



40%	Review reports of waste discharge for wastewater treatment facilities. Evaluate engineering data for the design of treatment and disposal systems. Evaluate facility site conditions for appropriateness of proposed and upgraded wastewater treatment and disposal systems. Research engineering technology, as needed. Perform engineering calculations to develop appropriate effluent limits and conditions for permits. Prepare National Pollutant Discharge Elimination System (NPDES) permits and Waste Discharge Requirements (WDRs), and other actions for general categories of waste discharge, and individual facilities. Prepare documents for Regional Board consideration including staff reports, agenda packages, Orders, and presentations for public hearings and informational items.
25%	Prepare requests for reports of waste discharge and review applications for NPDES permits and WDRs. Prepare comment letters if applications are incomplete, or if additional information is needed. Review applications and enroll applicants in general or individual permits. Prepare monitoring and reporting programs for wastewater treatment facilities and other permittees to verify compliance with permit conditions. Review technical correspondence, engineering and other reports for adequacy and consistency with the Basin Plan, and other applicable water quality laws and regulations. Prepare comments on reports, if needed. Review electronic self-monitoring reports (eSMRs). Enter violations and other information in CIWQS as needed.
15%	Conduct inspections of municipal, industrial, and other wastewater facilities, perform monitoring, and assess permit and Basin Plan compliance. Coordinate inspections with other staff including other wastewater staff and Office of Enforcement staff, as needed. Identify and require actions to correct violations of permit requirements and deficiencies. Write inspection reports, enter reports in CIWQS, notify permittees of the availability of the reports and require corrective actions.
10%	Prepare Cleanup and Abatement Orders, 13267 Orders, Cease and Desist Orders, notices of violation and other enforcement actions. Review and evaluate engineering and progress reports and make recommendations for appropriate follow up. Review technical correspondence, and engineering and other reports for adequacy and consistency with the Basin Plan, applicable permits, and water quality laws and regulations. Prepare and conduct presentations for the purposes of education and outreach on permits, and water quality laws and regulations. Participate in Statewide NPDES program roundtables.
5%	Present verbal and written reports to the Water Boards or other governing or regulatory boards and the public. Prepare maps, graphics, PowerPoint slides, and other visual aids for presentations. Distribute/discuss informational and educational resources and provide technical information to members of other agencies, the public, and the media. Document and file written correspondence and materials in the Water Boards' electronic tracking and filing systems.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.



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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, utilize a phone, and type on a keyboard for extended periods of time, and retrieve files and/or documents. The WRCE must be able to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and move more than 40 lbs.

**Typical Working Conditions:**

The WRCE works at the Regional Water Board office building in Santa Rosa or Eureka, in an enclosed, non-windowed office cubicle in a smoke-free environment with the possibility of a limited hybrid schedule that includes some remote home office work and periodic fieldwork. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary when needed. 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