



Classification: Senior Water Resource Control Engineer (Supervisory)
Position Number: 880-130-3844-009

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-130-001	Classification Title: Senior Water Resource Control Engineer (Supervisory)	Position Number: 880-130-3844-009
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer (Supervisory)	Effective Date:
Tenure: Permanent	Time Base: Full-time	CBID: R09
Division/Office: Central Coast Water Board		Section/Unit: Waste Discharge Requirements
Supervisor's Name: Tamara Anderson		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Supervising 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, solicit and consider internal/external customer input when completing work assignments.
Position Description
The Senior Water Resource Control Engineer (supervisory) is responsible for supervising, coaching, and mentoring staff and for directing and reviewing the work of staff in the Waste Discharge Requirements (WDR) Program. The Senior Water Resource Control Engineer (Supervisory) is responsible for communicating the Central Coast Water Board's vision, mission, and values to program staff, setting program priorities and expectations, and allocating resources accordingly.
Essential Functions (Including percentage of time):

30%	Supervise, direct, and review the work of staff in the WDR program and provide day-to-day guidance and leadership including coaching, mentoring, and communicating the Central Coast Water Board's mission, vision, values, and task alignment to program staff. Manage program workload and staff resources by setting program priorities and expectations, allocating staff resources accordingly, and holding staff accountable to meeting established expectations. Develop and track work plan commitments, performance measures and targets, schedules, and budgets for the WDR Program. Develop and implement WDR Program priorities, including those related to environmental justice, human right to water, and climate change. Provide direction and coordinate on nonprogrammatic initiatives, such as climate change adaptation, funding opportunities, water supply resiliency, and racial equity. Prepare program work plans, priorities, schedules, and budgets; prepare accurate and complete documentation in the form of memos, correspondence, staff and technical reports; interpret and apply laws, policies, regulations, and requirements pertaining to the Central Coast Water Board; and follow approved Central Coast Water Board office and program procedures. Oversee staff work to enroll dischargers, inspect facilities, review monitoring reports, determine compliance, and take appropriate enforcement actions. Provide leadership opportunities and effective communication strategies for staff to grow their skills, abilities, and knowledge. Manage the training and morale of the WDR Program to ensure program and Central Coast Water Board objectives are met. Supervise the preparation of technical documents and presentations for public outreach and Central Coast Water Board adoption hearings and assist staff with development of interested persons outreach skills.
30%	Lead WDR Program staff in implementing technical work aligned with organizational and program priorities. Direct, plan, review, and coordinate staff activities relating to the WDR Program. Supervise staff activities including the preparation and compliance assessment of individual and general waste discharge requirements, monitoring and reporting programs, enforcement orders, and inspection and technical reports. Supervise staff's review of report of waste discharges, monitoring reports, water quality and compliance determinations, CEQA findings, and engineering and technical document. In managing the WDR program and reviewing staff work products, apply sound engineering practices and principles of water quality control and water resource management relating to the design, construction, and operation of facilities conveying, treating, and disposing of sewage, industrial, and other wastes; analyze physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface water and groundwater; and analyze technical, economic, political and social-economic factors. Advise and evaluate the quality and completeness of staff work, including but not limited to, reviewing documentation developed by technical staff. Perform engineering duties related to implementation of Federal and State laws, regulations, and policies related to environmental programs.



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20%	Coordinate with other Central Coast Water Board program managers to ensure and facilitate cross-program awareness and learning for program staff. Coordinate with the Recycled Water and National Pollutant Discharge Elimination System (NPDES) programs to ensure proper oversight of facilities with waste discharge requirements. Represent the Central Coast Water Board on statewide and regional issues and coordinate the Region's activities with the State Water Board, dischargers, interested persons, and other regions and agencies. Participate in program roundtables and other statewide program forums. Represent the Central Coast Water Board at meetings of public agencies and community meetings, respond to public inquiries, respond to file review requests, participate at regional conferences, and promote outreach on water quality.
10%	Prepare, revise annually, and report regularly on the WDR Program work plan accomplishments, priorities, and resource needs to the section manager, the Central Coast Water Board leadership team, and at Central Coast Water Board meetings. Manage, track, and report on personnel budgets, including allocations to staff in other units and/or programs. Perform work plan task tracking to ensure timely completion of work commitments. Regularly report to the section manager on work plan project status, performance metrics, and priority topics. Oversee, facilitate, and provide technical and policy advice related to the WDR Program.
5%	Responsible for staff recruitment, hiring, and retention including staff development of individual work plans and professional development plans, and performance evaluations.

Marginal Functions (Including percentage of time):

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 stay in a stationary position at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, bend and collect files and/or documents above the shoulders. Occasional supervision of fieldwork may be required, including the need to navigate uneven, rugged terrain, in extreme temperatures.

Typical Working Conditions:

The incumbent works on the 1st and 2nd floor of an office building in San Luis Obispo. The Office has elevator access to the 2nd floor. The office is climate controlled and is a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement



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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