



Classification: Senior Water Resource Control Engineer (Supervisory)
Position Number: 880-120-3844-002

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-120-027	Classification Title: Senior Water Resource Control Engineer (Supervisory)	Position Number: 880-120-3844-002
Incumbent Name: Vacant	Working Title: South Bay Section Leader	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Toxics Cleanup Division; South Bay Section
Supervisor's Name: Ross Steenson		Supervisor's Classification: Assistant Executive Officer

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

General Statement
Under the direction of the Manager of the Toxics Cleanup Division, a Supervising Engineering Geologist, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Senior Water Resource Control Engineer (Supervisory) 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 directs the activities of the Division's South Bay section. The section consists of technical staff responsible for managing projects in the Water Board's Site Cleanup Program and Underground Storage Tank Program. The projects involve investigation and cleanup of toxic pollutants in the environment. The Senior Water Resource Control Engineer is required to work independently, communicate effectively, and undertake multiple tasks simultaneously. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):	
40%	Supervise, lead, and manage section staff who manage cases and projects in the Site Cleanup Program and Underground Storage Tank Program related to investigation and cleanup of toxics pollutants in the environment. Communicate and coordinate with the Site Cleanup Program and Underground Storage Tank Program managers and follow established procedures to ensure effective implementation of the programs. Assign, monitor, and review staff's work to ensure consistency with Water Board policies and practices. Use engineering judgement to review, direct, and guide staff's work, communicate feedback, and manage program performance to restore and protect water quality, beneficial uses, and human health consistent with division and program priorities. Ensure that staff manage investigation and cleanup projects by scoping, planning, tracking, and communicating with external stakeholders. Establish and track section goals, review staff workplans and development plans, and manage staff performance.
30%	Communicate orally and provide written correspondence regarding projects via email with external stakeholders, peers, and management. Using engineering knowledge and technical expertise, develop written reports and PowerPoint presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding the regulatory oversight of investigation and cleanup projects, including federal Superfund sites and underground storage tanks. Using sound engineering logic and professional judgment, coordinate with other supervisors/managers to implement guidance and best practices. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues. Attend and present at public or community meetings that may be held during or after regular business hours.
20%	Oversee staff development regarding orders, directives, Board/Executive Officer reports, enforcement actions, etc. Identify responsible and interested parties, coordinate with legal counsel, review and respond to comments, prepare Board items and prepare administrative records. Oversee staff preparation of fact sheets and other public announcements.
Marginal Functions (Including percentage of time):	
5%	Ensure that staff are properly trained to conduct field work and site inspections that are necessary for providing effective regulatory oversight. Ensure that staff maintain necessary health and safety training (e.g., OSHA HAZWOPER).
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and utilize a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. May be required to navigate uneven, rugged terrain for short periods of time, potentially in extreme temperatures.

Typical Working Conditions:

The standard work schedule is Monday through Friday. 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