



Classification: Supervising Water Resource
Control Engineer
Position Number: 880-463-3849-001

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-463-012	Classification Title: Supervising Water Resource Control Engineer	Position Number: 880-463-3849-001
Incumbent Name: Vacant	Working Title: Southeast California Section Chief	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Division of Drinking Water / Field Operations Branch		Section/Unit: Southeast California Section – Section VI
Supervisor's Name: Sean McCarthy		Supervisor's Classification: Principal Water Resource Control Engineer

Human Resources Use Only:

HR Analyst Approval:

Date: 09/14/2026

General Statement

Under the direction of a Principal Water Resource Control Engineer of the Southern California Field Operations Branch in the Division of Drinking Water (DDW) 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 Supervising Water Resource Control Engineer (Supervising WRCE) is expected to work independently, communicate effectively and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The Supervising WRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill-related tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures regarding attendance, leave and conduct.



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Essential Functions (Including percentage of time):

45%	Plans, organizes, and directs the work of staff who implement the regulatory and permitting aspects of the Drinking Water Program as the lead manager of the Southeast California Section. Oversees work of the Section, including assessing and identifying public water systems that are at risk or are failing to meet drinking water quality standards and coordinating the steps of potential voluntary or ordered consolidation. Appoints Administrators and oversees their activities. Oversees and directs means of providing interim safe potable water when warranted. Oversees and manages the provision of technical assistance and work with District staff, receiving water systems, Administrators, and the potentially subsumed water system on compliance orders, solution planning, funding packages, and completion of projects to address drinking water issues. Supervises District response resulting from natural disaster impacts (drought, fire, earthquake, etc.) on the regulated drinking water systems.
20%	Plans, organizes, and directs the work of staff who review public water systems and recycled water projects, issue permits, conduct surveillance and inspections, evaluate monitoring data for compliance with standards, initiate enforcement actions, overview county health departments which have been delegated primacy for regulating small water systems, and provide assistance to local health departments and regional water quality control boards.
10%	Assists in the development of State Water Board policies, legislation, and setting of objectives as part of the management team. Represents the State Water Board in consolidation outreach efforts; gives presentations to internal and external groups in culturally diverse and sensitive regions; advocates for community engagement; understands, communicates with, and effectively interacts with diverse communities; and develops training programs. Evaluates maps, graphics, software, and other materials for effective presentations.
10%	Answers technical and regulatory questions from the public, State Water Board staff, Regional Water Board staff, other state and local agencies, and the regulated community. Creates a diverse working environment that promotes high morale, high performance, and individual growth. Evaluates work performance of unit managers and reviews the performance of the section staff, taking or recommending appropriate action.
5%	Prepares or supervises the preparation of a variety of special periodic reports. Reviews and evaluates engineering and technical matters in support of the Southern California Field Operations Branch, the Resiliency and Data Branch, and Program Management Branch. Provides technical support to other State Water Board organizations through the development of policies, strategies, regulations, and guidelines.



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Marginal Functions (Including percentage of time):

5%	Represents the Division of Drinking Water Program, State Water Resources Control Board and is a liaison to U.S. EPA, county health departments, Department administration and other state and federal regulatory agencies. Attends conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest developments in the water industry.
5%	Performs 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 phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. Navigate uneven, rugged terrain for extended periods of time including scaling tanks, in extreme temperatures throughout the workday. Travel independently to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, in an enclosed, non-windowed office in a smoke-free environment. The work schedule is Monday through Friday. Travel to the District Offices is required. Additional 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