



Classification: Water Resource Control Engineer
Position Number: 880-155-3846-050

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-155-008	Classification Title: Water Resource Control Engineer	Position Number: 880-155-3846-050
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Central Valley Regional Water Quality Control Board/Fresno		Section/Unit: WDRS, NPDES and ADMINISTRATION/NPDES
Supervisor's Name: Matt Scroggins		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval: *Debra Fash-Lun*

Date: 09/16/2026

General Statement

Under the close supervision of a Senior Water Resource Control Engineer (Supervisory) 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 Water Resource Control Engineer (WRCE) is responsible for performing professional duties related to the Dredge-Fill Program of the Central Valley Regional Water Quality Control Board's Fresno office. Primary tasks in the Dredge-Fill Program include reviewing dredge-fill applications and reports, preparing water quality certifications/waste discharge requirements, conducting office and field reviews to evaluate compliance with dredge-fill orders, preparing inspection reports, preparing enforcement documents, following up on non-compliance, fielding public inquiries, responding to complaints, and entering information into appropriate databases. The WRCE must be able to both work independently and as part of a team to complete tasks and must communicate effectively via a variety of media.

Essential Functions (Including percentage of time):

40%	Review Clean Water Act section 401 water quality certification applications, reports of waste discharge, and amendment requests for a range of project types, including but not limited to construction, development, grading, utility corridor maintenance, road construction, stream crossing installation/upgrade/removal, aggregate mining, aquatic habitat restoration, invasive species removal, riparian zone enhancement, and dredging. Review applications for compliance with the State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State. Consider the extent to which proposed projects may affect waters of the state to ensure compliance with the requirements of the Water Quality Control Plans for the Central Valley Region (Basin Plans), the Porter-Cologne Water Quality Control Act, the Federal Clean Water Act, and the California Environmental Quality Act (CEQA). Prepare water quality certifications and waste discharge requirements as well as permit amendments. Interpret and apply both state and federal rules, plans, policies, regulations, and laws relating to preparation of water quality certifications and waste discharge requirements. Using analytical engineering methods, research and analyze project information and proposed engineering design drawings to assess discharge impacts on aquatic resources to develop effective permit requirements. Evaluate the adequacy of proposed best management practices, including erosion control and land stabilization practices, and mitigation measures to protect beneficial uses of receiving waters including wetlands. Using scientific and technical methods, review and field verify aquatic resource delineation reports. Implement the goals of the State and Federal Wetlands No Net Loss Policies. Coordinate with Federal, State, and local agencies to develop effective permit requirements. Conduct permit compliance review and prepare correspondence to convey the results, including memorandums and letters. Support information management through electronic record-keeping of dredge and fill impacts, mitigation requirements, compliance, and other information within the appropriate databases. Maintain all pertinent records.
30%	Apply engineering methods and principles to site inspections and field investigations. During site inspections, evaluate the effectiveness of project design measures and observe construction best management practices for water quality protection, including erosion and sediment control, slope stabilization, wetland and riparian area site protection, and endangered species protection. In the field, evaluate permit compliance, perform and/or verify aquatic resource delineations, review and evaluate mitigation and monitoring plans, and apply wetland and stream assessment methods. Collect samples, analyze and interpret data for evaluation of compliance with prescribed specifications, review and collate existing data, review self-monitoring reports, and prepare field documentation and inspection reports. Respond to emergencies and investigate complaints of alleged and/or actual pollution or other conditions contributing to water quality degradation. Coordinate with Regional Board management, other staff, and sometimes other agencies to ensure appropriate action is taken. Activities may include outreach to landowners, complainants, agencies, or other stakeholders. Gather evidence/information and substantiate data for enforcement. Initiate administrative enforcement and/or other enforcement actions as necessary such as development and issuance of progressive enforcement actions including Staff Enforcement Letters, Notices of Violation, Cleanup and Abatement Orders, Cease and Desist Orders, and imposition of



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	Administrative Civil Liability. Maintain pertinent records and substantiate data for enforcement.
15%	Participate in meetings with other state agencies, federal agencies, local governments, watershed groups, applicants, consultants, and the public to provide outreach, clarification, technical assistance, and/or interpretation of the water quality certifications program and policies, the permitting process, compliance, broader programmatic permitting issues, and research. Engage in technical discussions, including discussions involving engineering judgment, on proposed project designs. Prepare effective presentation materials and make logical, comprehensible, and convincing written and oral presentations at meetings and public hearings. Represent the Regional Water Board before the public, special interest groups, technical committees, and governmental agencies. Respond to discharger inquiries regarding permitting requirements and compliance/enforcement. Review project case file and site conditions to determine appropriateness of terminating permit coverage.
10%	Review California Environmental Quality Act (CEQA) documents and early consultation notices for proposed public and private developments considered by local, regional, state and federal agencies to determine compliance with applicable water quality plans and policies. Review and comment on draft permits, regulations, policies, and legislation that may affect Water Board programs. Participate in regionwide and statewide program meetings. Participate in general office, regionwide, statewide meetings. Attend job-related trainings. Respond to public record requests.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a computer and the ability to sit/stand at a desk, utilize a phone/headset, and use a keyboard for extended periods of time. For field work, the incumbent must navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and have the ability to lift up to 30 pounds.	
Typical Working Conditions:	
The incumbent works in a single-story, smoke free office building in Fresno in a cubicle. The work schedule is Monday through Friday with occasional overnight travel. Mandatory overtime, including evening and weekend work, may be necessary when the department is mission tasked. Relatively infrequent travel is required locally and within the state.	



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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