



Classification: Senior Water Resource Control
Engineer
Position Number: 880-180-3844-016

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-180-009	Classification Title: Senior Water Resource Control Engineer	Position Number: 880-180-3844-016
Incumbent Name: Vacant	Working Title: Senior Water Resource Control Engineer, Supervisory	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: CA Regional Water Quality Control Board, Santa Ana Region – Region 8 (R8)		Section/Unit: Site Cleanup Program Section
Supervisor's Name: Alan Kuoch		Supervisor's Classification: Supervising Engineering Geologist

Human Resources Use Only:

HR Analyst Approval:

Date: 9/17/2026

General Statement

Under the direction of a Supervising Engineering Geologist 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 Senior Water Resource Control Engineer (Supervisory) will supervise the Site Cleanup Program (SCP). In that capacity, the incumbent will direct, supervise, and coordinate the engineering and geologic aspects of the work of multidisciplinary staff of the SCP, including two Water Resource Control Engineers and four Engineering Geologists. The SCP oversees subsurface investigation and corrective action implementation for various industrial and commercial sites, including but not limited to source sites located in regional plumes, brownfields, airports, industrial facilities, aerospace facilities, and dry cleaners. In addition, the incumbent is responsible for supervising issuance and review of Water Discharge Requirements (WDRs) and associated monitoring and reporting programs (MRP) for in-situ subsurface remediation for sites within the Santa Ana Region.

Essential Functions (Including percentage of time):

40%	Supervise, lead, and mentor multidisciplinary staff responsible for SCP cases and projects. Provide direction, coaching, and formal training to promote technical excellence, regulatory consistency, and effective project management. Hire, conduct performance evaluations, prepare probationary reports, and plan staff development planning. Lead and guide staff to prepare various types of orders (Cleanup and Abatement Orders, Investigative Orders, WDR Orders), directives, enforcement actions, staff reports, Executive Officer reports, administrative records, and other regulatory documents. Assign, monitor, and review staff work, including correspondence, engineering and geologic technical interpretations, analyses, and documents, to ensure high performance, consistency, and compliance with Water Board policies, priorities, and regulatory requirements. Oversee and evaluate groundwater monitoring programs, site assessment results, remedial investigation needs, feasibility study and remedial action plans, post-remediation monitoring, site closure determinations, and enforcement actions. Supervise, review, and manage proposed in-situ remedial efforts to ensure compliance with WDRs for in-situ subsurface remediation. Communicate verbally and provide written correspondence regarding projects with external stakeholders, peers, and management. Use sound engineering logic and professional judgement and coordinate with other supervisors and managers to implement guidance documents and best practices for the SCP staff. Ensure staff establish and achieve project milestones, proactively manage investigations and cleanup activities, and engage effectively with internal and external stakeholders. Conduct and participate in complex, and occasionally contentious, meetings with dischargers, consultants, attorneys, federal, state, and local agencies, and community members to resolve technical and regulatory issues. Prepare and deliver written reports, technical summaries, and presentations that communicate investigation results, regulatory oversight activities, and program status. Attend and present at public or community meetings that may be held during or after regular business hours.
30%	Perform administrative and operation duties including budget-related tasks, program documentation, workload planning, staff training. Establishing program goals, performance metrics, and expectations. Monitor and track key performance indicators to ensure program efficiency, accountability and continuous improvement. Oversee the development, revision, and implementation of guidance documents, procedures, and best practices for the SCP in coordination with other supervisors, managers, and executive management. Ensure proactive management of contaminated sites to advance protection of water quality, the environment, and public health. Manage administrative records, Board items, project tracking, enforcement documentation, public notices, and staff development plans as part of routine program operations.



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20%	Use engineering knowledge and technical expertise to develop written reports and 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. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations and requirements for projects and issues. Provide technical leadership and advanced engineering expertise to the management team and the Groundwater Protection Branch. Represent the Santa Ana Water Board at various meetings, including with multiple agencies and stakeholders, conferences, hearings, and interagency discussions on policy, regulatory issues, and program direction. Serve on appropriate committees, provide customer service to stakeholders, speak at public forums, meet with the public and other interested parties, and provide assistance with public inquiries. Serve as an expert witness in enforcement cases and present technical information to the Board.
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Marginal Functions (Including percentage of time):

5%	Respond to public inquiries such as California Public Records Act requests, Federal Freedom of Information Act requests; and information requests from environmental consultants by compiling the information and communicating by telephone, email, or written correspondence.
5%	Perform 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, use 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, in extreme temperatures throughout the workday. Remain stationary for long periods of time.

Typical Working Conditions:

The incumbent works on the 5th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be 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 Name	Employee Signature	Date