



Classification: Water Resource Control Engineer
Position Number: 880-180-3846-XXX

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-180-012	Classification Title: Water Resource Control Engineer	Position Number: 880-180-3846-XXX
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Regional Water Quality Control Board - Santa Ana Region (8) / Surface Water and Agriculture Branch		Section/Unit: Wastewater Section
Supervisor's Name: Julio Lara		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:

HR Analyst Approval: 

Date: 09/23/2026

General Statement

Under the close supervision of the Senior Water Resources Control Engineer (Supervisory) of the Wastewater Program 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. The incumbent shall consistently provide high quality regulatory actions and documents, responsive customer service, and compliance assistance.

Position Description

The incumbent will work on a variety of cases under different programs within the Wastewater section. These include managing cases related to septic systems permitting, inspection of and reviewing compliance reports for wastewater treatment plants, and preparation of general and individual permits for these facilities.



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Essential Functions (Including percentage of time):	
30%	Review and evaluate Reports of Waste Discharge (permit applications) for completeness. Review and evaluate engineering reports related to point source waste discharges from sewage treatment plants, industrial dischargers, stormwater, other wastewater sources, and indirect potable and non-potable recycled water reuse facilities. Analyze and interpret information from reports and prepare waste discharge requirements, water recycling requirements, and/or National Pollutant Discharge Elimination System (NPDES) permits that include monitoring and reporting programs for these facilities in conformance with federal, state and Regional Board policies and regulations.
30%	Schedule and conduct inspections and other reviews of a variety of facilities regulated by waste discharge requirements, including municipal wastewater treatment plants and their pretreatment programs, and other dischargers of similar complexity. Respond to and investigate spills and releases of sewage and other wastes, and complaints regarding reported non-compliance of assigned dischargers.
15%	Analyze, interpret, and evaluate engineering and monitoring data. Prepare recommendations for subsequent action, including unique solutions and upon concurrence of the section supervisor, implement the recommendations. Prepare engineering analyses, routine memoranda, inspection reports, notices of violation and other correspondence, staff reports and enforcement actions. Ensure that facility information is maintained electronically in California Integrated Water Quality System (CIWQS) or other electronic data management utilized by the Regional Board.
15%	Implement provisions of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS General Order), including inspection of sewer systems, audit of sewage collection agencies activities to determine compliance with the SSS General Order, take enforcement actions, review plans and monitoring reports, and respond to spills and leaks. Initiate and coordinate the investigation of sewage spills to determine the potential impact to surface water quality and human health. Implement provisions of the Statewide Onsite Wastewater Treatment Systems Policy (OWTS Policy) and Statewide and Regional Board various general waste discharge requirements for discharges to surface waters or land, including those discharges that pose an insignificant (de minimis) threat to water quality.
5%	Present staff reports to the Regional Board to obtain approval of recommended permit and enforcement actions. Coordinate activities with other responsible agencies.
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 other office equipment and requires the ability to remain stationary at a desk 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, and transport field equipment.

Typical Working Conditions:

The incumbent works on the 5th floor of a high-rise office building in downtown Riverside, in a 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 leak/spill events. Travel is required locally and may be necessary 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