



Classification: Engineering Geologist
Position Number: 880-550-3846-085

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-550-054	Classification Title: Water Resource Control Engineer	Position Number: 880-550-3846-085
Incumbent Name:	Working Title: Water Resource Control Engineer	Effective Date: July 27, 2026
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: DFA, Sacramento, UST Cleanup Fund Branch		Section/Unit: Cleanup Grants Section – Cleanup Grants Unit I
Supervisor's Name: Robert L'Heureux		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Water Resource Control Engineer 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 works independently in a fast-paced, production, and cooperative environment performing analysis and review of complex technical documents and information related to planning, management, and implementation of water quality protection and contaminated site cleanup projects. The incumbent is responsible for providing timely and professional assistance to the public, stakeholders, internal staff, and external agencies by various methods of communication.
Essential Functions (Including percentage of time):



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30%	Provide information to applicants and prospective applicants regarding the program requirements and opportunities for funding. Provide programmatic, regulatory, technical, and hydrogeologic consultation on investigation and remediation methods, project budgets, and schedules related to grant funding. Prepare written recommendations for project approval and funding for upper management. Perform technical review of progress reports and invoices, track milestones and deliverables. Provide technical assistance to analysts to complete invoice processing.
25%	Develop and evaluate conceptual site models (CSM) and facilitate CSM and Joint Execution Team meetings with regulatory agencies and key stakeholders to discuss technical, hydrogeologic, and regulatory aspects of existing and proposed projects. Establish path to closure including scope, schedule and budget, track progress and regularly communicate with stakeholders. Evaluate proposed multiyear budgets; determine if proposed work is reasonable and necessary; review and evaluate reimbursement requests.
20%	Perform technical evaluation of work performed to date and identify technical and regulatory impediments to case closure. Review technical documents including workplans, monitoring reports, feasibility studies, corrective action plans and remediation reports, evaluate data relative to project goals, and provide technical input to regulators and consultants.
15%	Review, evaluate reimbursement requests, and make determinations about whether submitted costs are reasonable and necessary with respect to engineering assessment or remediation principles, applicable cost guidelines and regulations and, therefore, eligible for reimbursement. Prepare project budget documents and provide programmatic, technical, and engineering consultation to upper management on matters relating to requests for appeal, petitions for review, and complex or problematic site conditions.
Marginal Functions (Including percentage of time):	
10%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a computer and the ability to stay in a stationary position at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 20 pounds, bend and retrieve files and/or documents above shoulders. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.	
Typical Working Conditions:	
The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.	



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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