



Classification: Water Resource Control Engineer
Position Number: 880-550-3846-260

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-550-053	Classification Title: Water Resource Control Engineer	Position Number: 880-550-3846-260
Incumbent Name:	Working Title: Water Resource Control Engineer	Effective Date:
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Division of Financial Assistance		Section/Unit: Bonds Section/ Small Community Wastewater Unit
Supervisor's Name: Jody Hack		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 Water Resource Control Engineer (WRCE) 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 WRCE works on a variety of complex professional tasks related to planning, design, construction, management, and implementation of water recycling, quality, protection, and improvement projects. Knowledge of drinking water, wastewater treatment systems and water pumping, storage, distribution facilities, and engineering methods and procedures is necessary for the incumbent to successfully manage projects in this position. Some travel will be required. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):

40%	Use engineering knowledge to evaluate and recommend changes, approve/disapprove technical proposals, and assist applicants in the planning, design, and construction of wastewater, drinking water, and water recycling quality, protection, and improvement projects. Provide overall project management of assigned proposals and applications, and provide technical assistance to small, disadvantaged communities. Review and analyze projects, reports, and proposals for technical/engineering soundness, compliance with State and Federal laws and State Water Board Policies, Guidelines, and procedures. Determine conformance with wastewater, drinking water, water recycling and regional planning objectives. These reviews also include ensuring that appropriate engineering alternatives are considered and analyzed, proper conclusions developed, and the recommended alternative is technically feasible considering engineering, environmental, financial, legal, economic, and social constraints. Ensure that proposed projects are technically capable of meeting waste discharge requirements, drinking water standards, water recycling regulations, and total maximum daily loads and that they align with any watershed management plans and other pertinent water quality orders and policies. This requires review of engineering plans and specifications, knowledge of water treatment, storage and distribution facilities, and scientific/engineering principles. Consult and coordinate with other federal and state agencies, other Water Board Divisions and Offices, and other pertinent technical staff to ensure project objectives conform to Water Reuse Regulations, State Water Board's Ocean Plan, each Regional Water Board's Basin Plan, the Federal Safe Drinking Water Act, Clean Water Act, the Porter Cologne Act, California Environmental Quality Act (CEQA), funding program policy/guidelines, and other local state and federal laws and regulations. Monitor project progress to evaluate percentage of completion and approve progress payments. Project management includes regular communication with engineers, high-level local government officials, representatives, and their consultants, invoice approval, and construction inspections of engineering facilities. Review and provide technical comments on monitoring and reporting plans and draft final project reports. Develop performance standards for relevant projects.
15%	In collaboration with applicants to complete application requirements, develop funding agreements, review scopes of work and budget adjustments, and meet funding agreement requirements. Review and update time schedules for submittals to assist administrators toward timely completion of the project(s).
15%	Manage project files, supporting documentation, logs, site inspection reports, Geographic Information System files, databases, engineering plans and specifications, digital photos, and other project information as required.
15%	In collaboration with the administration, development and enhancement of the Division's web-based application, review and project management systems. In collaboration with development of guidelines, policies, and procedures for implementation and administration of State Water Board funding programs.
Marginal Functions (Including percentage of time):	



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10%	Travel is required to conduct and attend meetings with federal, state, and local governmental agencies, and the public to interpret relevant laws, regulations, and policies. In addition, project site visits are required to verify construction and help financial recipients and applicants with technical problems related to projects.
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 a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

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.

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