Classification: Water Resource Control Engineer
Position Number: 880-460-3846-014

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-460-005	**Classification Title:** Water Resource Control Engineer	**Position Number:** 880-460-3846-014
Incumbent Name: Vacant	**Working Title:** Water Resource Control Engineer	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** R09
Division/Office: Division of Drinking Water/Southern California Field Operations	**Section/Unit:** Southern California Section (Section V)/ Metropolitan District	
Supervisor's Name: Christina Humphreys	**Supervisor's Classification:** Senior Water Resource Control Engineer (Supervisory)	

Human Resources Use Only:
HR Analyst Approval: Arianna Dixon **Date:** November 04, 2026

General Statement

Under the close supervision of a Senior Water Resource Control Engineer (Supervisory) of the Metropolitan District in the Division of Drinking Water's (DDW's) Glendale Office with the State Water Resources Control Board (SWRCB) 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 working independently, communicating effectively, managing multiple tasks and priorities appropriately, and completing tasks in a timely manner. Daily proficient utilization of the Microsoft Office Suite, other computer programs, and internet databases is required. The WRCE communicates regularly with the supervisor, other employees, and water system contacts; develops and maintains knowledge and skills as needed to effectively and efficiently complete tasks; and adheres to departmental, Metropolitan District, and Glendale Office policies and procedures.

Essential Functions (Including percentage of time):	
25%	Conduct sanitary surveys of public water systems, including on-site physical inspection of water supply wells, surface water intakes, reservoirs and storage tanks, pumps, treatment systems, and chemical storage and metering systems. Identify sanitary deficiencies such as holes in tanks and well construction features that are no longer in compliance with Waterworks Standards. Review water system operational records and water quality data to assess whether systems are following their approved operations plans. Ensure water systems' operations plans and monitoring plans are up to date. Ensure data and information maintained within internal databases is accurate. Prepare sanitary survey reports that document findings, identify deficiencies, and specify requirements for corrective actions.
25%	Use engineering knowledge and technical expertise to review drinking water permit amendment application packages from water systems for new supply wells, treatment plants, and other installations and operational modifications. Refer to drinking water regulations and internal guidance documents to ensure that all necessary information is provided by the water system and that the proposed infrastructure or operational change complies with regulations. Review design drawings and specifications; engineering calculations; materials specifications; operations, maintenance, and monitoring plans; and other engineering documents to ensure compliance with regulations and consistency with good engineering practices. Prepare engineering reports and draft permit amendments, including provisions for operations, monitoring, and reporting requirements. Conduct on-site field inspections of water system facilities as part of the permitting process.
10%	Review monthly and quarterly reports submitted by water systems that document water quality monitoring results and system performance metrics. Ensure water systems are compliant with all monitoring required by drinking water regulations and the systems' permit provisions. Ensure that electronic water quality data is uploaded by laboratories to our database as required. Take necessary actions when noncompliance is identified. Complete monthly report reviews within timeframes specified by the supervisor.
10%	Provide engineering assistance to public water systems on water quality issues, operational problems, and strategies for compliance with new regulations.
10%	Prepare enforcement documents to bring public water systems into compliance with applicable regulations. Track water systems' compliance with directives and deadlines and take necessary follow-up actions to ensure public water systems comply.
10%	Navigate internal databases such as the Safe Drinking Water Information System (SDWIS), Water Quality Inquiry (WQI), the Electronic Annual Reporting portal, and the SAFER Clearinghouse to obtain data and information needed to effectively evaluate water systems' compliance with reporting requirements and drinking water regulations.

5%	Provide guidance to water systems to ensure they comply with regulatory requirements when they become aware of suspected or confirmed bacteriological or chemical contamination of their water supplies. Provide guidance during emergencies such as fire, flood, earthquake, or other incidents resulting in infrastructure failure.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain stationary at a desk, use a phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials up to 15 pounds. Navigate uneven, rugged terrain for extended periods of time, including ascending ladders on tanks in extreme temperatures throughout the workday and in different seasons. Must be able to travel independently to inspection sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility in an enclosed, non-windowed office cubicle in a smoke-free environment. The office may implement hoteling, in which individual staff may work in different cubicles on different days. The work schedule is Monday through Friday. The incumbent is expected to work in the office (or in the field as needed) a minimum of four days per week with one day per week of telework. Travel may be required locally and 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
Christina Humphreys		
Employee Name	Employee Signature	Date