Classification: Water Resource Control Engineer
Position Number: 880-155-3846-047

# DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

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| **RPA Number:** 26-155-012 | **Classification Title:** Water Resource Control Engineer | **Position Number:** 880-155-3846-047 |
| **Incumbent Name:** Vacant | **Working Title:** Water Resource Control Engineer | **Effective Date:** TBD |
| **Tenure:** Permanent | **Time Base:** Full-Time | **CBID:** R09 |
| **Division/Office:** Central Valley Regional Water Quality Control Board/Fresno | **Section/Unit:** Confined Animals, Irrigated Lands & Title 27/Confined Animal Unit | |
| **Supervisor's Name:** Balraj Tammali | **Supervisor's Classification:** Senior Water Resource Control Engineer (Supervisory) | |

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| **Human Resources Use Only:** | |
| **HR Analyst Approval:** | **Date:** 11/06/2026 |

## General Statement

Under the close supervision of a Senior Water Resource Control Engineer (Supervisory) 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 required to work independently, communicate effectively, and perform multiple tasks of the Central Valley Water Board's Confined Animal Facilities (CAF) Unit. Some of the tasks assigned to the CAF Unit include: reviewing applications (i.e., Reports of Waste Discharge) for waste discharge requirements permits; conducting and documenting CAF site inspections; reviewing various technical reports consisting of but not limited to annual reports for the CAF operation, alternate manure management practices technical reports and lined pond workplans, post construction reports, and fill reports; preparing and reviewing California Environmental Quality Act (CEQA) documents; responding to public inquires; and presenting at board meetings. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE conducts CAF site inspections both announced and unannounced as required.

| Essential Functions (Including percentage of time): | |
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| 25% | Perform technical assessments of engineering reports and review and evaluate water quality data from technical and monitoring reports for assigned facilities. Using engineering judgment and technical data from observations, self-monitoring reports, and sampling, ascertain dischargers' compliance with basin plan, waste discharge requirements (WDRs), and Regional and State Water Board policies and regulations. Review groundwater monitoring work plans and monitoring results of assigned cases to determine compliance with WDRs. Evaluate engineering data relating to the design and performance of assigned facilities. Evaluate sampling points and laboratory techniques. Perform engineering and geotechnical reviews on matters relating to liner and cover construction, soil characteristics, waste constituent loading, groundwater hydrogeology, and receiving water assimilative capacities of assigned cases. Prepare all necessary documentation such as letters, memorandums, reports, and enforcement orders resulting from evaluation of an assigned technical report. |
| 25% | Monitor compliance of assigned cases with requirements imposed by WDRs, monitoring and reporting programs, enforcement orders, and correspondence. Investigate noncompliance and use engineering judgement to recommend appropriate follow-up inspection, including enforcement. Prepare informal and formal enforcement letters and orders for cases of non-compliance. |
| 25% | Conduct compliance and complaint inspections of assigned cases, including sampling. Complete inspection reports in a timely manner, typically within one to two weeks of the inspection. Sampling may include individual or split samples of water from wells; surface water; solid waste; sludge; manure; storm water runoff; or any other waste discharged to land, surface water, or a waste disposal or treatment unit. Use engineering judgment during inspections, including all aspects of the facility operation that may have an impact on water quality or are covered by WDRs or regulations. |
| 10% | Enter and update records of assigned cases into California Integrated Water Quality System (CIWQS) database and other tracking systems. Maintain the accuracy of the data in the various database tracking systems. Assemble and provide file records for Public Records Act Requests. Maintain case files by filing reports and correspondence, maintaining document integrity, determining which items to file, forwarding items to appropriate parties in a timely manner, keeping files available to staff and the public, and properly routing documents to the files. |
| **Marginal Functions (Including percentage of time):** | |
| 5% | Review assigned reports of waste discharge and prepare individual WDRs. Periodically review the adequacy of individual WDRs of assigned cases. Assist in preparing general WDRs for multiple dischargers with similar waste and operational characteristics. Work cooperatively with and be responsive to Federal, State, and local governmental agencies and the public in coordinating permitting activities. |

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| 5% | Participate in meetings with representatives of other agencies, local governments, dischargers, consultants, and the general public. Present staff oral reports to the Regional Water Boards or other organizations, as needed. Serve in a lead capacity role over other Water Resource Control Engineers or other professional or technical employees and act in a responsible charge capacity as needed. |
| 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, utilize a phone and a keyboard for extended periods of time. Ability to lift 15 pounds, retrieve files and/or documents. There will be periodic field events which require the navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carrying more than 30 lbs, and standing/sitting for long periods of time.

**Typical Working Conditions:**

The WRCE works in a single-story office building in Fresno and may also work in an alternate remote work location designated in an approved Telework Agreement. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, windowed or non-windowed office cubicle that may be shared with other staff. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with other staff, stakeholders, and the public and occasionally with contentious persons. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and rarely includes overnight stays.
For personal safety, office safety, and professionalism, stays up to date with work related and required training, including but not limited to defensive driving, harassment prevention, OSHA Hazardous Waste and Emergency Response (HAZWOPER) certifications, and licenses.

**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 |
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| Employee Name | Employee Signature | Date |
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