DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-457-013	**Classification Title:** Water Resource Control Engineer	**Position Number:** 880-457-3846-029
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 / Central California Drinking Water Field Operations Branch	**Section/Unit:** South Central Section - Section IV / District 12 - Visalia District	
Supervisor's Name: Adam Forbes	**Supervisor's Classification:** Senior Water Resource Control Engineer (Supervisory)	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 11/17/2026

General Statement

Under the close supervision of District 12 - Visalia Senior Water Resource Control Engineer (Senior WRCE) and consistent with good customer service practices and the goals of the State Water Resources Control Board, Division of Drinking Water, 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 expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to job-specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Essential Functions (Including percentage of time):	
30%	Using engineering knowledge and expertise, conduct on-site inspections of public water systems to evaluate their ability to maintain safe and reliable drinking water sources, treatment, storage, and distribution systems, while meeting all regulatory requirements. Inspection activities include physically examining water source intakes, treatment plants, storage reservoirs, pump stations, and distribution facilities. Additional surveillance tasks include reviewing system operational records, procedures, and administrative programs; gathering data to update system inventory and inspection databases; and preparing technical reports and correspondence documenting inspection findings, corrective actions, and compliance with regulatory requirements.
20%	Using engineering knowledge and expertise, provide technical assistance to public water systems on water quality issues, regulatory compliance issues, operational problems, and water treatment optimization. Assist in conducting investigations of water quality problems such as those resulting from chemical and bacteriological contamination of public water supplies. Attend public meetings related to specific projects or water systems. Consult with and advise water consumer groups and others on water supply, water quality, and drinking water regulatory requirements. Assist in the Division's research projects, policy development, and studies. Make and check engineering calculations, design drawings, and other engineering documents to assure that water purveyors comply with good engineering practice and legal requirements. Conduct on-site field inspections of water system facilities as part of permit application processing.
10%	Provide engineering assistance to public water systems on water quality issues, operational problems, and treatment facilities. Assist with departmental research projects, policy development, and studies.
10%	Conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letter, citations, and compliance orders for the Senior WRCE's review and signature. Track compliance dates and take necessary follow-up action to ensure public water systems comply with directives of the Department.
10%	Navigate various computer databases to track funding projects, water quality sampling and reporting compliance. Review plans for public water treatment plants and proposed projects for recycled water reuse to determine compliance with health and engineering standards and regulations. Review and comment on environmental impact reports to local agencies.
5%	Assist in conducting engineering investigations of water quality problems such as those resulting from a response to an emergency such as a fire, flood, earthquake, or chemical or bacteriological contamination of public water supplies.

Marginal Functions (Including percentage of time):	
5%	Consult with and advise a variety of health and other public officials, engineers, attorneys, water consumer groups, environmental justice groups, and others, on public health aspects of water supply quality control programs. Assist in making presentations to interested groups on a variety of health-related water supply matters.
5%	Review Local Primacy Agency (LPA) workplans and evaluate LPA regulatory performance. Provides technical assistance to the LPA as deemed necessary or requested by the LPA agency.
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, use a phone and a keyboard 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 including hiking and climbing tanks in varying temperatures throughout the workday and different seasons. Travel to field visits up to three to four (3-4) hours away. Must be able to travel independently to inspections 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 work schedule is Monday through Friday. Travel may be required locally and within the state to conduct site visits up to three to four (3-4) hours away and may occasionally require overnight stays.

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