Classification: Water Resource Control Engineer
Position Number: 880-130-3846-055

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: TBD	**Classification Title:** Water Resource Control Engineer	**Position Number:** 880-130-3846-055
Incumbent Name: Vacant	**Working Title:** Water Resource Control Engineer	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R09
Division/Office: Central Coast Water Board (Region 3)	**Section/Unit:** Land Disposal Program	
Supervisor's Name: Joey Sisk	**Supervisor's Classification:** Senior Water Resource Control Engineer (Sup)	

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

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 implements the Land Disposal Program to regulate landfills, composting facilities, and surface impoundments that have the potential to impact surface or groundwater. The Water Resource Control Engineer is required to be able to work independently, communicate effectively, manage multiple tasks and become proficient in technical duties. Daily proficient utilization of office equipment and the Microsoft Office suite is required.
Essential Functions (Including percentage of time):

35%	Use engineering knowledge and professional judgment to oversee discharges to land predominantly at active and closed land disposal facilities. Review work plans, hydrogeologic reports, water quality monitoring programs, engineering reports, joint technical documents, geotechnical reports, and other technical data/reports pertaining to land disposal to determine compliance with schedules, requirements, prohibitions, standards, and limitations set by the Central Coast Water Board. Review and prepare appropriate oral and/or written comments on technical reports. Prepare waste discharge requirements, monitoring and reporting programs, staff reports, and any other documents to ensure protection of human health and the environment. Provide engineering and regulatory advice in their area of expertise and assist other engineers and geologists in reviewing proposals to investigate waste discharges to land in accordance with California Code of Regulations, title 27.
35%	Interpret and apply pertinent laws, regulations, policies, and guidelines; track compliance with all directives and orders pertaining to their cases, prepare accurate and complete documentation in the form of memos, correspondence, and engineering reports; update GeoTracker; update Paperless Office; and maintain cooperative and productive relations with those contacted in the course of work. Manage multiple high priority projects, including the most complex projects, simultaneously and effectively. Analyze situations in the context of the need to maintain or achieve Central Coast Water Board objectives and organizational goals in an efficient and effective manner.
10%	Travel, as necessary, to conduct site inspections and field investigations at sites where wastes, including toxic and hazardous materials, are discharged or stored and utilize engineering/geologic judgment in determining compliance with Water Board regulations, orders, plans, and policies. By means of field inspections and review of technical data, evaluate laboratory procedures and field techniques, work plans, site assessments, liner designs, and operation plans prepared by others. Field tasks include, but are not limited to: collecting samples of water/liquid, leachate, sediment, soil, and solid waste for analysis; inspection of groundwater monitoring wells, enforcement actions, compliance, liner construction activities, engineering/geologic studies at sites; and evaluation of performance of discharger facilities where waste disposal activities occur. Document inspection, complaints, and incidents involving hazardous waste. Submit field inspections forms promptly to supervisor for review and submittal for database entry.
10%	Using sound professional judgment, follow up with discharger non-compliance (e.g., verbal warnings, notice to comply, notice of violation, etc.), and prepare, implement, and track enforcement, complaints, cleanup, and referral orders. Assist with appeals. Duties include preparation of enforceable staff letters, reports, and orders; meeting with the discharger relative to enforcement; field investigations; reports and file reviews; and preparation of materials for Water Board meetings, referrals to the Attorney General, and judicial proceedings.
Marginal Functions (Including percentage of time):	

5%	In a courteous and helpful manner, respond to public inquiries, such as personal visits, telephone calls, emails, file review requests, and letters. Responses to public inquiries shall be timely, complete, and accurate. Prepare news releases, participate in media interviews, prepare exhibits and participate in Water Board hearings, and participate in public activities as a representative of the Water Board.
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 type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents. Field visits for inspections to landfills, composting facilities, etc. are required. This requires an ability to navigate uneven, rugged terrain for extended periods of time, sometimes in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works in an office building in San Luis Obispo, California. The work schedule is Monday through Friday, with core work hours from 9:00 am to 3:00 pm. Travel, including overnight stays, may be necessary for field work, participation in board meetings, and/or for other reasons.

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