

**DUTY STATEMENT**

DFW 242A (REV. 03/18/14)

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
CDFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-022-3260-905
UNIT NAME AND LOCATION Conservation Engineering – West Sacramento	CLASS TITLE Senior Hydraulic Engineer
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of a Supervising Hydraulic Engineer and the lead guidance of the Headquarters Caltrans Liaison and the Lake and Streambed Alteration Program manager, the incumbent provides fisheries and hydraulic engineering expertise to support the planning, design, and construction of stream crossing and wetlands design projects being implemented by the California Department of Transportation.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	<b><u>ESSENTIAL FUNCTIONS</u></b> Provide technical expertise for Caltrans Projects in execution of Lake and Streambed Alteration permitting. Reviews and evaluates the engineering aspects of the most complex stream crossing and wetlands designs statewide, including scour-critical bridges, bridge replacement, scour protection, fish passage, wildlife passage and storm damage to ensure conformance with applicable professional and environmental standards. Participates in Caltrans scoping, planning and project development meetings. Provides resolution to conflicts between fish passage, wildlife passage, geomorphic and engineering transportation requirements. Provides technical assistance to Caltrans staff in same at all stages of project planning and implementation.
20%	Independently evaluate existing fluvial geomorphology and engineering data, field surveys, technical reports and professional papers, and develop site-specific engineering analyses that aid in providing project-specific recommendations for channel or habitat maintenance, flow dynamics, sediment management, channel and riparian restoration and other engineering-based measures that alleviate impacts of projects upon aquatic ecosystems. Conduct site visits and field investigations as needed to support or develop recommendations.
15%	Provide technical expertise for the development of guidance documents and essential training to staff, including Caltrans personnel, concerning engineering aspects of stream habitat restoration projects, sediment management programs and other bio-physical stream habitat-related activities.
10%	Construction Inspection: Conducts regular inspections of Caltrans and other similar projects under construction to ensure and document that the projects are being built according to the plans and specifications. Expediently resolves issues arising from field modification of intended design.
10%	Post-Construction Monitoring: Periodically monitors implemented projects and assesses the effectiveness of restoration activities in meeting physical, water, engineering, and ecological objectives.
5%	Participates in cross training, coordination and correspondence among CDFW Conservation Engineering, CDFW Caltrans Liaisons and Caltrans Division of Engineering Services.

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<p>5%</p>	<p><b>NON-ESSENTIAL FUNCTIONS:</b> Performs administrative activities, prepares input for quarterly reports, responds to correspondence, and participates in professional development activities related to the application of hydrologic, hydraulic, and engineering concepts associated with the protection and enhancement of fish and wildlife resources. Attend appropriate Caltrans sponsored trainings.</p> <p><b>KNOWLEDGE AND ABILITIES</b>  <b>Knowledge of:</b> Water resource development planning, including the science of hydrology; water resource inventories; water utilization; project economics and layout and formulation of single and multipurpose water projects; statutory enactments and court decisions relating to water appropriations, distribution, and the investigation leading to the adjudication of the rights to use water and the practice of distributing water supply under stipulated agreements and court decrees; design of a wide variety of engineering projects, including hydraulic structures employed in water supply, irrigation, drainage, hydroelectric power production, flood control, and related activities; design methods and procedures; properties and uses of construction materials; standard specifications and pertinent codes; construction methods and equipment, and the effect of structural geology and soil conditions on the design and adequacy of structures; all Federal and State programs for water development and flood control; principles of effective supervision.  <b>Ability to:</b> Supervise detailed studies in connection with, and assist with, the preparation of plans and specifications for various hydraulic projects and structures; supervise office, field and maintenance staffs; function as a specialist in one or more of the fields described above; analyze situations accurately and take effective action; dictate correspondence and prepare clear and concise engineering reports.</p> <p><b>DESIRABLE QUALIFICATIONS</b>  <b>Special Personal Characteristics:</b> Must be highly motivated and possess the ability to maintain a positive attitude in difficult situations.  <b>Interpersonal Skills:</b> Strong verbal and written communications skills with emphasis on being positive and proactive. Must be able to use creative thinking to solve problems and develop mutually agreeable solutions. Ability to make sound decisions based on policies, guidance, and regulations. Ability to work well on an interdisciplinary team with multiple stakeholders.</p> <p><b>WORKING CONDITIONS</b>  Duties consist of both office activities and field work. Office is located in West Sacramento. Travel will be required for meetings and field work.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<p><b>PRINT SUPERVISOR'S NAME</b> Jonathon Mann</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**  
**I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**

<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>
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