

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|   |   |   |  |                 |
|---|---|---|--|-----------------|
| CLASSIFICATION<br><b>Engineer, Water Resources</b>  |   | DWR POSITION NUMBER<br><b>3812-3137-XXX</b>   | SAP POSITION NUMBER<br><b>50101114 &amp; 50101115</b>                    | MCR<br><b>1</b> |
| APPOINTEE<br><b>Vacant</b>  |   | SAP PERSONNEL NO.<br><b>TBD</b>   | DIVISION/SECTION<br><b>DOE/CB/LRPH</b>                                   |                 |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> <b>R09</b> |   |   |  |                 |
| RESPONSIBILITIES EXERCISED<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person   |   | IMMEDIATE SUPERVISOR (Print)<br><b>Mark Steenburg</b>   | SUPERVISOR'S CLASSIFICATION<br><b>Construction Management Supervisor</b> |                 |
| APPROVED BY (Personnel Analyst's Name)<br><b>Estevez Contreras</b>  |   |   | DATE<br><b>04/03/2024</b>  |                 |
| <i>Percent of Time</i>  | <i>Activity</i>   |   |  |                 |
| <b>45%</b>  | <p><b>POSITION SUMMARY</b><br/>                     Under the direction of the Construction Management Supervisor, the incumbent will perform a wide variety of construction engineering duties for the Levee Repair Project Headquarters (LRPH), which include performing construction management and engineering tasks, review of drawings and data submittals, preparing estimates, construction schedules, delay and claims analysis, correspondence, and reports.</p> <p><b>ESSENTIAL FUNCTIONS</b><br/>                     This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance. The specific duties are:</p> <p>Perform construction management and engineering tasks both at the Project Headquarters or field construction office such as: prepare and review contract deliverables, project status reports, estimates as well as review incoming contractor's correspondence to prepare appropriate responses; evaluate and categorize contractor claims and potential change orders for accuracy and merit, and assist in appropriate responses; prepare contract change orders and memorandum directing contractor's work progress; review construction schedules and prepare state estimates. Utilizing Microsoft Project and/or Primavera Project Planner software reviews and evaluates construction schedules; ensure adherence to Department of Water Resources (DWR)/ Division of Engineering (DOE) safety requirements and procedures.</p> |   |  |                 |
| <b>25%</b>  | <p>Inspect contract work related to civil engineering, for completeness and conformance with the plans, specification, and applicable codes. Evaluate inspection reports for conformance with DWR/DOE Procedure Manual for Construction. Field inspections may require travel to facilities via air travel or other means of transportation, may involve driving a pick-up truck or other vehicle off road on rugged or uneven terrain to and from job sites performing inspections of slopes, embankments, tunnels, pipes, and other enclosed areas.</p>   |   |  |                 |
| SUPERVISOR'S STATEMENT:   |   | <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |  |                 |
| SUPERVISOR'S NAME (Print)<br><b>Mark Steenburg</b>  |   | SUPERVISOR'S SIGNATURE<br>➤   |  | DATE            |
| EMPLOYEE'S STATEMENT:   |   | <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b> |  |                 |
| EMPLOYEE'S NAME (Print)<br><b>Vacant</b>  |   | EMPLOYEE'S SIGNATURE<br>➤   |  | DATE            |

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| <b>CLASSIFICATION</b><br><b>Engineer, Water Resources</b> | <b>DWR POSITION NUMBER</b><br><b>3812-3137-XXX</b>   | <b>SAP POSITION NUMBER</b><br><b>50101114 &amp; 50101115</b> | <b>MCR</b><br><b>1</b> |
| <b>APPOINTEE</b><br><b>Vacant</b>                         | <b>SAP PERSONNEL NO.</b><br><b>TBD</b>   | <b>DIVISION/SECTION</b><br><b>DOE/CB/LRPH</b>                |                        |
| <i>Percent of Time</i>                                    | <i>Activity</i>  |  |                        |
| <b>20%</b>  | <p><b>Reviews drawings and data submittals with various design and construction personnel for action and comment. Organizes and updates a computer database of plans and specifications, drawings, and other engineering related correspondence and documentation. May need to drive a vehicle on public roadways to meet with contractors or construction personnel.</b></p>  |  |                        |
| <b>10%</b>  | <p><b>Participates in civil engineering investigations, analyses, and studies to determine the costs, progress, and condition associated with estimated, in-progress, and constructed works. Prepares as-built cost reviews, estimates, charts, schedules, and reports on findings for use in evaluating the costs associated with various construction related claims.</b></p> <p><b>OTHER RESPONSIBILITIES:</b></p> <p><b>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Office of Emergency Services and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</b></p> <p><b>SPECIAL REQUIREMENTS</b></p> <p><b>Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</b></p> <p><b>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</b></p> <p><b>DIVERSITY, EQUITY AND INCLUSION</b></p> <p><b>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</b></p> |  |                        |