

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Junior Engineering Technician		DWR POSITION NUMBER 3339-3008-001	SAP POSITION NUMBER 50000598	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/PMD/PWC/Document Management	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R11				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Vacant	SUPERVISOR'S CLASSIFICATION Senior Engineer, WR	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 06/20/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction and supervision of a Supervising Engineer and working closely with section engineers, the incumbent performs activities requiring basic engineering knowledge and skills for construction contract development. Duties include supporting preparation and review of plans, specifications, estimates, design drawings, written documents, and presentations.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, adjust priorities based on operational needs, and exercise good judgment. Assignments will be based on workload needs. Examples of specific duties include, but are not limited to:			
40%	Provide support in preparation of construction contracts. Performs and coordinates elementary quality reviews of contract specifications and drawings. Aid engineers in finalizing contracts for advertisement and preparing responses to bidder inquiries. Provide support for bid openings and award of contracts, including bid evaluations. Reviews and makes changes to specifications and drawings during construction.			
30%	Provide support for the Division's Computer Aided Design and Drafting (CADD) platform and drawing file management programs. Performs elementary quality review of contract drawings for compliance and consistency with current standards. Corresponds with engineers in the processing of construction contract documents related to plan development including coordinating and preparing drawings for reviews, advertisement, execution, change orders, and as-builts. Organizes and maintains construction-related drawings and documentation files within drawing file management databases.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Vacant		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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10%	Provide support for engineers and other staff who require use of production plotters and scanners for large format printing services. Plot drawings using in-house plotters upon request. Manage and coordinate with business management services to resupply inventory. Coordinate maintenance and repair activities as required. Electronically scan and copy construction and other drawings using scanners, copiers, and related software.			
10%	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, making copies, and maintaining office supplies.			
10%	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meeting such as staff, safety, project, and public meetings.			
	OTHER RESPONSIBILITES 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, SWP, 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 CalOES 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.			
	DIVERSITY, EQUITY AND INCLUSION 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.			
	SPECIAL REQUIREMENTS The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			