

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (Engineering and Architectural)		DWR POSITION NUMBER 2034-4871-900	SAP POSITION NUMBER 50001735	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M//SAFM/OSSB//Tech Docs/Eng. Doc & Stnds	
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) Johnathan Cronan	SUPERVISOR'S CLASSIFICATION Senior HEP Utility Engineer	
APPROVED BY (Personnel Analyst's Name) Ariel Stone			DATE 7/1/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under close supervision of the Manager, Engineering Documentation and Standards Unit and in a trainee capacity, the incumbent will perform work relating to technical documentation and database management on the State Water Project (SWP).</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; maintain regular, consistent, predictable attendance; exercise sound judgment; complete assigned projects and tasks as directed. The specific duties include but are not limited to the following:</p>			
40%	<p>Assist Engineering Documentation and Standards Unit's engineers in creating and maintaining databases for organizing SWP drawings and technical documents. Assist engineers in the review of plant mechanical and electrical drawings, designs, plans, and specifications for technical accuracy. Catalog documents pertinent to operations, maintenance, and engineering of the SWP. This will require travel to the Field Divisions by driving a vehicle on public roadways. Perform data collection and data entry in addition to record keeping, analysis, and status reporting for the section projects.</p>			
30%	<p>Search and gather information from engineering submittals, review and edit manuals, electrical diagrams, P&IDs, sheets, plans, details, and dimensions for accuracy. Use AutoCAD to create and correct drawings and trace figures. Assist in the formatting Operations and Maintenance manuals, archive mechanical and electrical drawings. Assist in preparation of project plans using Microsoft Project. Aid in the planning and coordination of meetings and prepare meeting minutes.</p>			
25%	<p>Review publications and papers authored by the staff in the unit. Organize tables for use in Graphical Information Systems. Scan, digitize, and store technical documents. Archive all Manufacturers' Equipment instructions related to mechanical equipment for access by plant maintenance personnel.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jonathan Cronan		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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CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER		MCR	
Student Assistant (Engineering and Architectural)		2034-4871-900		50001735		1	
APPOINTEE		SAP PERSONNEL NO.		DIVISION/SECTION			
Vacant		TBD		O&M//SAFM/OSSB//Tech Docs/Eng. Doc & Stnds			
Percent of Time		Activity					
5%		<p>Update and maintain websites to display information, forms, flowcharts, and procedures, and to make digitized documentation available to DWR staff. As directed by the supervisor, communicate with other DWR staff contractors and exchange necessary technical information.</p> <p>SPECIAL REQUIREMENTS</p> <p>Travel throughout the State by air and on public roadway may be required. Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>All employees are responsible for contributing the an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>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.</p> <p>Student Assistant employees are paid hourly and are limited to 1500 hours per 12 consecutive months.</p> <p>All applicants for Student Assistant positions must meet the following departmental eligibility requirements:</p> <p>1. Enrolled in nine (9) semester/eight (8) quarter units for undergraduate students or six (6) semester/four (4) quarter units for graduate students.</p> <p>2. Achieved a 2.0 grade point average in the most recently completed academic term.</p> <p>3. Declared a major related to the duties of the advertised position and enrolled in coursework required for that major.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p>Ability to move and/or transport items up to 25 pounds. Stamina and ability to bend, stoop, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes while carrying equipment; ability to operate computers. Mobility to walk unassisted throughout the facilities of the State Water Project. Able to work alone in adverse weather conditions such as extreme hot or cold and work in confined spaces. Work well with others and follow established safety procedures inherent in the job. Knowledge of Linux or Python or Java Script or SQL database creation or HTML. Strong writing skills.</p>					