

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Water Resources Engineering Associate (Specialist)		DWR POSITION NUMBER 2630-3042-x8x	SAP POSITION NUMBER 50002603	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION SFD/Operations Branch/Water Operations Section	
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) Marcos Moreno Jr.	SUPERVISOR'S CLASSIFICATION Water Services Supervisor	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 7-18-25	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under the general supervision of the Water Services Supervisor, performs a wide variety of complex engineering and operations duties associated with water transport and delivery, water sales, and power generation operation of the entire Southern Field Division. Will work closely with the State Water Project Analysis Office (SWPAO) and the Project Records and Reports offices. May perform administrative tasks in SAP such as time reports, program reports, requisitioning, work order notifications, and other SAP functions. Provides support to the Planner/Scheduler function.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, adjust priorities based on operational needs, maintain regular, consistent, predictable attendance, and exercise good judgment. The specific essential duties are, but not limited to the following:</p> <p>Performs and oversees difficult hydrographic activities of the Department of Water Resources, Southern Field Division and is responsible for a complex technical assignment in a specialized hydrographic field. Independently analyze data pertaining to hydrographic water operation investigations. Determines the amount of water required for irrigation and other uses by field investigations; collects data and makes field investigations of physical facts for use in technical reports prepared for the adjudication of water rights. Responsible for the preparation of annual hydrographic reports. Performs work of stream gauging and weather station analysis. Calculates reservoir inflow/outflow quantities and water flows as necessary to complete assigned schedules. Calculate and record aqueduct inflow/outflow rate and volumes as per United States Geological Survey's standards. Has the authority to analyze situations and take immediate, independent action and determine the need for additional help. May exercise lead person responsibilities such as training, planning, and coordinating the work of lower level Water Technicians and Junior Engineering Technicians. Makes decisions on safe working conditions and adhering to safety regulations.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Marcos Moreno Jr.		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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Vacant		TBD	SFD/Operations Branch/Water Operations Section	
Percent of Time	Activity			
30%	Perform aqueduct, dam, and pipeline patrol work in Southern Field Division covering up to 75 miles of aqueduct daily by motor vehicle along dirt roads, and uneven terrain. Independently verifying check structure gate openings and California Aqueduct water levels, checking turnouts, and visually inspecting the aqueduct and embankment for major problems to monitor and report to management. Responsible for the surveillance of the California Aqueduct, observing conditions of the various structures along the canal and noting changes, vandalism, storm damage, etc. Notes equipment abnormalities, subsidence and reports it to Area Control Center (ACC). Maintains contact with ACC regarding flow changes and specific instructions and priorities. Regulates turnouts and acts as a switch-person during repair and testing of equipment, insuring the safety of the personnel and equipment involved. Performs minor maintenance activities at Aqueduct check sites and turnouts as required. Maintains contact with local contractors who might be working adjoining or crossing the canal, observing conditions that could involve a safety hazard or cause damage to aqueduct system. Required to operate automotive vehicles on public roadways, travel to remote areas within the field division.			
20%	Independently maintains all records of water operations activities, which include extensive computer use and programming. Computes and posts water deliveries. Receives and processes water orders and maintains files on the turnout's activities. Applies correction factors to meter readings and records weather data. Enters all records of all water operations activities into computer for permanent storage. Prepares daily turnout gate schedule and relays information to field personnel. Records floodwater conditions along the California Aqueduct and flows into reservoirs. Receives and makes telephone calls to local water districts, federal and state agencies related to water deliveries. Schedules water deliveries to water districts. This requires operating computer with dexterity.			
10%	Performs emergency earthquake inspections on major portions of the State Water Project system. Performs water quality sampling and testing at various points along the aqueduct, maintains water quality test equipment, and chemically treats aqueduct water as required. Responsible for the oversight of contractors diving within our facility and performs the duties of Dive Site Representative. Perform more complex and difficult nonprofessional engineering functions both in the field and office involving transportation, distribution of water, and storage of water, surveying and surveillance. Must be able to exercise good judgment in analyzing work situations and make sound conclusions on issues that may arise during inspections. Perform difficult inspections of major structures, pipeline, gate structures and mechanical features. Also acts as a member of survey party when necessary.			
SPECIAL REQUIREMENTS				
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.				
Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division is necessary to perform the requirements of this position.				

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	<p>Performs safe vehicle operations in possible adverse weather conditions to support water operations functions.</p> <p>This position requires working alone on weekends and holiday assignment, demanding conditions under flood emergencies and other water delivery emergencies. Willingness to work mandatory overtime and work irregular hours in times of emergency.</p> <p>Strength and ability to push, pull, or move a minimum of 50 lbs.; strength and endurance to perform a current meter measurement by wading or bridge crane; ascend/descend stairs; climb 80 foot ladders, enter and exit manholes and meter vaults while carrying small tools; open/close tight valves; ability to bend and stoop in the performance of their duties; ascend/descend aqueduct slopes, dam faces, and embankments during inspections; ride or utilize electric bicycle in remote areas.</p> <p>This is a Sensitive Position and is subject to substance abuse testing set forth in California Department of Human Resources (Cal-HR) Regulations 599.960-599.966.</p> <p>Required to attend the Division's OP-2 class and be certified as a worker and/or switch person, in compliance with State Water Project regulations.</p> <p>Must be able to speak clearly and be understood by phone and car radio communications.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>Overtime may be required, based on work needs. This position is not eligible for telework.</p> <p>OTHER RESPONSIBILITIES: 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 the California Office of Emergency Services and Federal Emergency Management Agency 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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			