

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Junior Engineering Technician		DWR POSITION NUMBER 3810-3008-XXX	SAP POSITION NUMBER 50031932	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/CB/Construction Management Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R11				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) David Crothers	SUPERVISOR'S CLASSIFICATION Senior Cost Estimator, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/03/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under close supervision of the Senior Cost Estimator, Water Resources, incumbent is responsible for performing routine and nonprofessional tasks related to construction contract administration, cost estimates, claim and dispute resolutions, Division and Department construction-related reports and correspondence, and other related work within the Construction Management Section.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain consistent and regular attendance, and meet specified deadlines. The specific duties are:			
30%	Create, modify, review, display, and save work prepared by cost estimators, including design changes, contract change orders, and review of the Contractor's cost proposals and claims. Organize and maintain construction-related cost estimates and claims using file management, Excel, Access, or similar software. Assist cost estimators in locating documentation and physical files for the preparation of cost estimates.			
25%	Transfer, edit, and reformat estimates for the construction of State Water Project (SWP) Facilities, flood control, remediation, restoration, and associated facilities and projects for the Division of Engineering (DOE), including drawings and specifications.			
25%	Write routine construction-related reports and correspondence for the unit and section manager's review using Word, Excel, or similar software.			
10%	Review progress and final pay estimates, quarterly reports, and recommendations using calculators, Excel, and Word or similar software. Create and maintain SAP service entries for pay estimates. Run related SAP reports.			
5%	Review contract plans and specifications to identify work categories appropriate for engineering and construction subcontracting, supply, and service opportunities.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) David Crothers		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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5%		Perform material counts and volume calculations to determine quantities on contract plans. Use basic computer programs such as Word and Excel to generate graphs and tables. Document procedures of testing. Assist in writing laboratory reports. Maintain records of data. 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, 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 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. 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.					