

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources (supv)		DWR POSITION NUMBER 3330-3261-502	SAP POSITION NUMBER 50002925	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/PMD/Traditional Delivery	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S09 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Judy Li	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 11/24/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under general direction of the Supervising Engineer, Water Resources (WR), the incumbent directs the work of and supervises engineers and support staff. The Senior Engineer, Water Resources is responsible for overseeing preparation, review, advertisement, and execution of construction contracts related to State Water Project (SWP), flood-control, and other facilities and provides technical responses to engineering questions received from potential bidders relating to drawings and specifications for construction contracts for all water resources development facilities.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to have broad working knowledge of engineering design and construction as applied to construction specifications and drawings, ability to understand applicable codes and regulations, and use of good judgment. The incumbent also needs to supervise staff, work cooperatively with others, communicate effectively, and maintain consistent and regular attendance. Specific duties include:</p>			
20%	<p>Oversee preparation of contract specifications in accordance with the Construction Specifications Institute format (as modified by the Department) for the construction, installation and maintenance of State Water Project facilities such as hydraulic structures and other facilities as required. Assist in development and maintenance of library for guide specifications. Ensure compliance with applicable codes and regulations. Research and evaluate processes to facilitate biddability and constructability and provide recommendations on how to incorporate into specifications.</p>			
20%	<p>Perform and oversee review and analysis of engineering drawings and contract specifications and confirm compliance with principles and practices of engineering. From the viewpoint of the contractor, ensure that drawings and specifications can be constructed as shown and specified, and requirements are clear and concise. Provide recommendations to address inconsistencies within and between drawings and specifications. Act as liaison with project designers to incorporate technical review comments into final version of drawings and specifications.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Judy Li		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	DOE/PMD/Traditional Delivery		
Percent of Time	Activity				
20%	Oversee advertisement, award, and execution of construction contracts. Perform quality review of contract specifications and drawings. Conduct site inspection trips for potential bidders at job sites. Provide timely responses to bidder inquiries and issue addenda or information letters as needed. Provide support as needed during the construction phase, including relevant support for change orders and as-builts.				
20%	Serve as first line supervisor for assigned staff and lead by example. Assess the status of projects and assign work accordingly to develop and maintain a highly skilled professional engineering staff. Develop workplans, schedules and budgets to manage workload, meet deadlines, and ensure quality results. Monitor and evaluate staff performance. Prepare annual Appraisal and Development (A&D) reports, determine training needs and approve training requests. Verify and approve staff attendance and leave requests.				
10%	Provide input and assist in the development of guidelines and procedures for the unit. Host weekly coordination meetings with staff and project team members within the division. Offer suggestions on how to improve current processes. May act for the Supervising Engineer.				
10%	Support other contracting work in Branch such as Collaborative Delivery, or other duties to support the Division as needed.				
	SPECIAL REQUIREMENTS The incumbent may be requested to travel and perform duties at a job-site location. Travel via air and vehicle, which may involve driving a pick-up truck off road, usually on rugged terrain to and from job sites. Must possess Class C driver's license to operate vehicles on public roadways. Applicants must be able to travel on short notice including overnight lodging on some assignments and be willing to work irregular and extended hours during outages or emergencies. Must have the ability to communicate effectively orally and in writing. Position requires engineering training and experience in order to read and interpret engineering drawings and specifications. Must possess a valid engineering license from the Board for Professional Engineers, Land Surveyors and Geologists. The Department of Water Resources (DWR) 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.				

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	<p>OTHER RESPONSIBILITIES</p> <p>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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p>DIVERSITY, EQUITY AND INCLUSION</p> <p>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.</p>			