

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, WR		DWR POSITION NUMBER 0820-3137-016	SAP POSITION NUMBER 50088902	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO.	BRANCH/SECTION Operations Branch/Inspections 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: R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Preston Shopbell	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 11/25/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>The Central Valley Flood Protection Board (Board) establishes, maintains, and enforces standards for the construction, maintenance, and operation of the flood control system to protect life, property, and habitat in California's Central Valley. The Board coordinates State entities, local flood risk control agencies and the federal government to minimize damages from floods in California's Central Valley and is the non-federal sponsor for federal flood control projects in the State Plan of Flood Control. The Board serves as a public forum for flood risk reduction policy in the Central Valley and is responsible for adopting updates to the Central Valley Flood Protection Plan every five years.</p> <p>As a valued member of the Board staff, the incumbent assists the Board with its regulatory and planning responsibilities, including its primary objective: to reduce the risk of catastrophic flooding to people and property within the California Central Valley. This is achieved through the Board's regulatory programs, which include permitting, enforcement, inspection, property management, environmental compliance, as well as through the development, adoption, and implementation of the Central Valley Flood Protection Plan and its updates.</p> <p>The Board is a performance driven, transparent, and responsible organization that values its employees, resources, and partners, and meets new challenges through leadership, innovation, and teamwork. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and Tribal governments and work toward improving outcomes for all Californians.</p> <p>POSITION SUMMARY</p> <p>Under the direction of the Inspection Section Chief, the incumbent Engineer, Water Resources performs engineering field inspections and provides technical analysis and recommendations to the Board for regulatory, technical, enforcement, real estate, and environmental staff to ensure encroachments and levee</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Preston Shopbell		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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	<p>systems are in compliance with permit conditions and California Code of Regulations, Title 23, Division 1 (Title 23). Duties include inspecting, recording, analyzing, preparing, and updating all pertinent project files and databases related to the inspection activities. The incumbent will be responsible for creating inspection reports, preparing staff reports, and presenting engineering findings to management and the Board at public meetings.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance; exercise good judgment, initiative and independent action in performing the position duties. As the eyes and ears in the field, the incumbent will interface with a variety of stakeholders, and must communicate effectively, professionally, and courteously. Mindful adherence to safety policies and procedures is required. The specific essential duties are:</p>				
30%	<p>Field Investigations and Reporting - Perform and lead field inspections of encroachments and system features within the Board’s jurisdiction during and after construction. Inspections include monitoring for compliance with permit conditions and Title 23 standards. Effectively observe problems and clearly document field conditions in the proper format. Coordinate and attend pre-construction meetings with permittees, contractors, landowners, Board staff, and other agencies. Utilize field equipment for necessary measurements, observations, and recordkeeping. Review and recommend approval of construction plans, specifications, and as-builts. Recognize and report unsafe work practices and unsatisfactory construction methods that may contribute to substandard performance of the project. Travel to project sites and meetings may include driving a vehicle in remote areas, and on uneven terrain, and possible occasional overnight or overtime travel.</p>				
25%	<p>Resources Planning and Project Execution - Assist the Inspection Section Chief in developing and implementing methods appropriate for investigating, evaluating, recording, retrieving, reporting, and communicating the condition and maintenance status of encroachments and system features. Recognize and report deficiencies of encroachments and take appropriate action to begin the remediation process. Coordinate with Board and DWR staff to improve database function and interconnectivity of databases for use in the field and office.</p>				
15%	<p>Permit Processing and Updating - Perform intake of newly received permit applications, process and review applications for encroachment permits, including but not limited to those requiring technical civil engineering analysis including grading, hydraulic, and geotechnical for compliance with permit conditions and Title 23 standards. Perform research on existing encroachments, maintain and organize inspection records, and process updates to existing permits based on updated field conditions. Update databases and records as required.</p>				
10%	<p>Board Field Support Services - In addition to construction and encroachment and system feature inspections, the incumbent is expected to provide field services in support of Board staff needs, including system alteration project inspections, Sacramento & San Joaquin Drainage District property inspections,</p>				

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15%	enforcement inspections of unauthorized work/encroachments, Board-approved maintenance or minor alteration work, designated floodways and regulated streams, flood fight assistance, and environmental compliance inspections. Communication and Coordination - Attend meetings with Federal, State, and Local Agencies, applicants, and other stakeholders in support of the Board's mission. Meetings may be in an office environment or field setting and priorities will be assigned by the Section Chief. Coordinate with Board and DWR Staff to effectively update common databases and other reporting tools that the Inspection Section utilizes. Inform the Section Chief of field issues including worker safety, flood emergencies, construction deficiencies, unauthorized activities, and other issues the inspector judges to need immediate attention. Assist in the analysis, assembly, and compilation of field data for the preparation of technical reports. Present findings to Board management and to Board members at scheduled meetings when required. The incumbent may be required to act on behalf of Section Chief in case of supervisor's absence.			
5%	Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. CORE COMPETENCIES AND SKILLS • Flexibility/Adaptability: Demonstrate openness to new organizational structures, procedures, and technology. Exhibit flexibility in accepting additional responsibilities • Organizational Skills: Keep work prioritized and organized. Logically approach situations. • Decisiveness: Display strong decision-making skills that display effectiveness and reflect Board standards • Communication: Express oneself clearly in all forms of communication. Give feedback and is receptive to feedback received. Ability to listen, understand and effectively communicate ideas and proposals verbally and in writing. • Ethics/Integrity: Create culture of trusting relationships; demonstrate trust and principled leadership. • Teamwork: Facilitate and maintain cooperative working relationships. • Project Management: Develop work plan with tasks, timeframes, milestones, resources, and dependencies; monitor progress. • Leading Change/Change Management: Respond to changing circumstances and priorities while remaining committed to the Board's vision, mission, values, and goals. KNOWLEDGE AND SKILLS Must be able to communicate effectively verbally, in writing, and using a personal computer. Must be able to work in a team environment and independently to complete assignments in a timely manner. Must be able to utilize field equipment hardware such as laptops, tablets, digital cameras, GPS devices, and other equipment; as well as software including Microsoft Office, Access, and Project; SAP Applications, and database applications.			

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	<p>SPECIAL REQUIREMENTS</p> <p>A valid California driver's license is required. Must be able to walk on a variety of terrain including uneven, inclined, rugged, slippery or rocky surfaces. Must be able to stoop, bend, climb, and crawl; grasp with both hands; put arms overhead and to the side while holding objects. Must be able to move heavy objects, walk through mud and water, work in cold and hot conditions and potentially stay on duty for extended periods of time. Must be able to assemble and compile information for field reports; understand written technical reports, design plans, and specifications; investigate and prepare technical reports.</p> <p>WORK ENVIRONMENT</p> <p>Work locations vary throughout the Board's jurisdiction in various counties and environments. The position requires the ability to drive a State owned vehicle to travel on public roadways and to remote areas. During field activities, the incumbent may be exposed to moving traffic, loud noises, extreme temperatures, wind, dust, uneven terrain, and wet conditions. Incumbent may be required to respond to major incidents, work late hours, and occasionally have overnight stays away from home. The ability to be aware of and maintain alertness to the outdoor environment is critical for safety. Required to wear and utilize protective clothing (e.g., hard hat, work boots/shoes, vests, coveralls, eye protection, hearing protection, swift water flotation device, flood-fighting gear).</p> <p>The Board operates in a Hybrid workplace, meaning employees complete their work responsibilities and work across multiple workplace settings, including on-site at State facilities, home residences and other locations. This position is eligible for telework, pursuant to a telework agreement that must be updated periodically.</p> <p>OTHER RESPONSIBILITIES</p> <p>In support of the California State Emergency Plan, this position may be redirected to provide necessary support during Governor declared emergencies, including 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 may assist agencies such as the Department of Water Resources, California Office of Emergency Services (Cal OES), and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. When a State of Emergency is proclaimed, Cal OES will lead California's recovery operations and coordinate assistance provided by other State agencies and the federal government.</p>						