

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervising Engineer, Water Resources		DWR POSITION NUMBER 2711-3258-091	SAP POSITION NUMBER 50027420	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/Project Management Coordination Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> E48 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Cameron Poya	SUPERVISOR'S CLASSIFICATION Principal HEPUE	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 02/17/2026	
<i>Percent of Time</i>	<i>Activity</i>			
35%	<p>POSITION SUMMARY Under the general direction of the Manager, Project Management (PM), the incumbent will serve as a Supervising Engineer whose duties include project management/coordination for Specialized Projects in the Division of Operations and Maintenance (O&M), managing the Initiation, Planning, Design, Execution, Monitoring & Controlling, and Close-Out of selected and approved Projects. Assignments will focus on the project management of the statewide physical security modernization program, critical studies and construction projects for plants, dams, and conveyance facilities, and providing engineering expertise and direction on SWP repair and refurbishment projects. Acts for the PM Manager as required. .</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent work cooperatively with others, maintain regular, consistent, and predictable attendance, exercise good judgment, and make sound decisions. Must have the ability to ask penetrating questions, detect unstated assumptions, resolve conflicts, and manage risk. Perform Project Management duties and responsibilities in accordance with DWR policies and procedures. Work closely with other O&M staff, personnel from other DWR Divisions, consultants, O&M's Program Control Branch, and the State Water Project Analysis Office to ensure timely and accurate completion of Project Initiation & Management documents, ensure deliverables are met, and ensure projects are completed on-time and within budget. Specific duties include, but are not limited to the following:</p> <p>Manage project design and execution phase activities. Control scope, schedule, budget, and risk. Develop plans, specifications and estimates (PS&E'S) for multiple construction projects. Act as the DWR representative on negotiating contractor engineering proposals to ensure alignment with Project Goals and approved Project Charters. Plan construction activities identified in the project PS&E documents. Assist with development of contractor's site safety plans and construction management plan. Establish processes to ensure design engineers are involved in construction management activities such as inspections, documentation, and are consulted when contractors ask for deviation in scope and/or design.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Cameron Poya		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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25%	<p>Manage project planning phase activities. Develop project scope, prepare preliminary engineering and coordination for pre-design activities between O&M, Department staff, and contractors for input and peer review. Develop project schedule and budget. Identify project quality requirements and thresholds. Develop project communication plan. Identify project risks and methods to eliminate or mitigate risks. Develop project procurement plan, overall project safety plan and safety programs, project execution plan, Project Management Plan, and Project Charter to fund the design and construction of the project. Manage activities and report project status on a regular basis.</p>		
20%	<p>Manage monitoring and controlling phase activities by tracking, reviewing, and reporting project progress to meet the performance objectives defined in the Project Management Plan. Analyze project management reports and advise PM Manager and O&M Program Managers when corrective measures are needed to address deviations to project goals and objectives. This will include preparation of reports and weekly/monthly briefings.</p>		
10%	<p>Manage project initiation phase activities. Direct and manage project work, acquire and develop project teams, and manage communications. Develop validation statement of project consistency with strategic plan and B-132 funding. Ensure that assigned projects are aligned with O&M's strategic planning and budgeting priorities. Develop project business case, project deliverables, statement of benefits, and set clear critical success factors. Provide oversight for preparation of Version 1.01 and 2.01 charters. Coordinate final approvals of initiation documents by Client, Sponsor, Senior Management, Department staff, and project Steering Committee. This will require traveling throughout the State by air or vehicle.</p>		
10%	<p>Manage the project closeout phase by closing out the; project, client, organization, contractors and consultants, and project team. Perform final risk assessment and write the final project report.</p> <p>SPECIAL REQUIREMENTS</p> <p>Travel throughout the State by air and public roadway will 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. 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> <p>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</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>		

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	<p>KNOWLEDGE, SKILLS, ABILITIES Must possess good leadership and project management skills; strong written and oral communication skills; and ability to act independently. Civil/Geotechnical Engineering and/or Project Management Professional Certificate highly desired. Must work well with others, and follow established safety procedures. Must have stamina and ability to climb stairs, ladders, and uneven steep slopes; to bend, stoop, kneel, and crawl while carrying equipment; mobility to walk unassisted throughout SWP facilities and across uneven terrain; able and willing to work alone and in adverse weather conditions; possess manual dexterity required to operate computers.</p> <p>FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</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, 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 Cal OES 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>			