

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (E&A)		DWR POSITION NUMBER 3811-4871-900	SAP POSITION NUMBER 50029242, 50087182	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/CB/Oroville Project Headquarters	
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) Kenny Young	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 03/06/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under close supervision of the Senior Engineer, Water Resources and in a trainee capacity, the Student Assistant (Engineering and Architectural Sciences) assists the various construction staff, engineers, and technicians with construction projects and reports for the Oroville Project Headquarters (OPH). The scope of responsibilities of the incumbent are formulated to suit the incumbent's technical knowledge, skill, long range goal, and the Department's immediate workload requirements.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others and maintain regular, consistent, predictable attendance, and have excellent verbal and written communication skills, personal computer skills, and good organizational skills. The specific essential duties are as follows:</p> <p>20% Prepare spreadsheets and enter construction data into a database as assigned. Assist in creating and modifying construction/staffing schedules. Assist OPH with quantity calculations (e.g., earthwork, concrete, asphalt, pipelines, electrical billing, etc.), setting up job site offices, and the delivery of expedited correspondence, drawings, and unspecified documentation. Assist in analyzing/identifying costs of change order work and inspection costs.</p> <p>20% Assist in performing contract administration work for OPH where duties include review incoming contractor's correspondence to draft appropriate responses; draft contract change orders and memoranda directing contractor's work progress; prepare construction reports for supervisor's review; review, distribute, and compile responses to Contractor requests for information, and review/prepare construction schedules and supporting materials for state estimates. Assist in preparing weekly and monthly construction progress reports for all OPH construction projects. Assist in conducting and documenting meetings with other Department staff and contractor representatives.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Kenny Young		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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20%	<p>Assist performing entry-level construction management duties to include reviewing incoming contractor's correspondence and preparing appropriate responses; Assist in preparing contract change orders, change order justifications, quarterly reports of contract value, release on contracts and construction pay estimates utilizing Microsoft Office programs to include Word, Excel, Project, PowerPoint, and/or Access. Assist with assessing on-site conditions to determine if change orders are necessary when on-site work is not consistent with the contract; prepare memorandum directives directing contractor's work; assist with preparing and/or analyzing construction schedules, contractor cost proposals, and state estimates. Assist with utilizing Microsoft Project and/or Primavera Project Planner software to evaluate construction schedules.</p>		
20%	<p>Assist with reviewing manufacturer and contractor submittals, methods of fabrication, installation, and inspect the work to confirm compliance with contractual requirements. Assist with reviewing preliminary contract drawings and specifications, and provide comments; assist with reviewing contractor's submittals to verify compliance with requirements of the contract specifications; and assist with serving as a liaison between OPH and other DWR project staff as assigned. Assist with ensuring submittals are distributed to the reviewers and edited comments are approved and uploaded. Assist with reviewing and submitting comments on preliminary plans and specifications of upcoming construction contracts. Assist with researching data and make mathematical calculations as required. Assist with maintaining up-to-date as-installed drawings and conformed contract drawings.</p>		
10%	<p>Assist in preparing preliminary and final construction reports. As they relate to Department of Water Resources (DWR) hydraulic facilities including dams, levees, buildings, and other appurtenances associated with DWR facilities, assist with performing inspections to ensure contractor's work complies with engineering standards, applicable codes and regulations. Assist with inspections of slopes, structures, concrete placements, mechanical and electrical systems, earthwork, embankments, tunnels, pipes, and other enclosed areas, often in rugged terrain.</p>		
10%	<p>Assist with performing routine inspections at field construction sites, often in uneven rugged terrain. Assist with monitoring contractors' methods, procedures, and processes for compliance with the plans, specifications, accepted principles, practices, procedures, and methods of engineering, quality control program, and the quality standards of the contract. Assist with inspecting the work for completeness and conformance with the plans, specifications, environmental regulations/permits, encroachment permits, and applicable codes. Assist with preparing daily inspection reports including the taking and labeling of job photographs, and assist in the preparation of as-installed and other drawings/sketches as required. These duties may involve driving a pick-up truck off road usually on rugged terrain to and from the job sites. A valid California Driver's License is required for operation of vehicles on public roadways. Travel and overnight lodging may be required on some trips.</p>		

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	<p>OTHER RESPONSIBILITES</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, recover, 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> <p>SPECIAL REQUIREMENTS</p> <p>This position requires independent action by the incumbent and the ability to follow directions. The scope of responsibilities of the incumbent are formulated to suit the incumbent’s technical knowledge, skill, long range goal, and the Department’s immediate workload requirements.</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>		