

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources (Specialist)		DWR POSITION NUMBER 2032-3261-003	SAP POSITION NUMBER 50103116	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-SAFM/AMB/AMS/Civil Asset Planning	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) David Rennie	SUPERVISOR'S CLASSIFICATION Principal Engineer, WR	
APPROVED BY (Personnel Analyst's Name)			DATE	
<i>Percent of Time</i>	<i>Activity</i>			
25%	<p>POSITION SUMMARY: Under the general direction of the Manager, Asset Management Branch (AMB) and the Financial Planning Lead, the Senior Engineer (Specialist) will lead and support the activities within the Division of Operations and Maintenance (O&M) to analyze and perform project prioritization and optimization, review and perform business case evaluations and risk assessments, and develop lifecycle cost estimates for State Water Project(SWP) assets to support asset management plan development and implementation. The incumbent will also coordinate the implementation of various asset management activities managed by the O&M. The incumbent will work with the asset management team and other O&M and Department of Water Resources (DWR) groups to provide engineering expertise and direction to enhance O&M's capabilities to identify, evaluate, and prioritize the maintenance, repair, refurbishment, and replacement needs of SWP facilities.</p> <p>ESSENTIAL FUNCTIONS: This position requires the incumbent to work cooperatively with people at all levels within the organization; maintain regular, consistent, predictable attendance, and exercise sound judgement. The incumbent will act as the departmental nonsupervisory specialist for the program implementation to identify, gather and coordinate the required resources for the activities to achieve balanced implementation, as well as integration of, and continuous improvement in, all program elements; track the progress of all program projects and activities, and assess overall achievement of the goals and objectives of the program. The essential functions of the position include, but are not limited to the following:</p> <p>Analyze and perform project prioritization and optimization analysis using engineering principles to conduct life cycle cost modeling and analysis. Direct the development of new financial planning tools, polices, and practices including business case evaluations, capital investment prioritization, and resource planning across all O&M-managed programs and assets. This may require travel throughout the State by air or vehicle. Coordinate with the Financial Planning Lead to support O&M Finance and Program Control Branch with the annual budget planning process. Monitor Bulletin</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) David Rennie		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>132 performance to track project portfolio planned versus actual costs. Lead and support the development of financial management related Project O&M Directive (POMD) plans and instructions to support the continual improvement of the annual budget planning process.</p> <p>Support development, review, and implementation of the O&M project business case evaluation (BCE) process. Develop and deliver user guidance and training for the BCE tool and process. Provide guidance, direction, and input to staff with lifecycle costing for SWP assets to lead work tasks in BCEs. Lead the development of project BCEs originating from Asset Management Plan development including estimating risks, developing asset lifecycle costs, and completing benefit cost analyses for projects related to on-going maintenance, repairs, refurbishments, and replacement of SWP assets. Review project risk estimates to validate the risk and normalize across the O&M portfolio. Lead, coordinate, and perform risk assessments of project concepts and proposals following the O&M risk management processes and guidelines.</p>			
20%	<p>Support the Civil and Plant Asset Planning Leads with the development and implementation of asset management plans for SWP water storage, conveyance, support facilities and electrical and mechanical equipment associated with the generating and pumping plants. To develop long-term asset rehabilitation and replacement costs and planning, develop cost estimates for recurring annual activities, and perform historical cost analysis to inform asset management plan development and implementation.</p>			
10%	<p>Support the Civil and Plant Asset Planning Leads with the development and implementation of asset management plans for SWP water storage. This includes conveyance, support facilities, electrical and mechanical equipment associated with the generating and pumping plants. Develop long-term asset rehabilitation and replacement costs. Plan and develop cost estimates for recurring annual activities and perform historical cost analysis for asset management plan development and implementation.</p>			
10%	<p>Oversee and coordinate the Capital Project Development process to support proposed capital projects for SWP assets. Provide technical assistance, guidance and training for the proposal of capital projects. Review capital projects proposals through the stages of the following: validate the issue, perform issue evaluation, alternative selection and implementation of a capital project. Coordinate with the Financial Planning Lead and O&M Finance and Program Control Branch to support the intake review process of project concepts and proposals in Portfolio & Project Management/Resource Management (PPM/RM).</p>			

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<i>Percent of Time</i>	<i>Activity</i>		
5%	<p>Prepare engineering contract documents such as contract and task order scopes of work, selection criteria, and detailed budgets to support the O&M Asset Management Program. Coordinate and conduct interviews of prospective consultants. Evaluate bid packages to determine most qualified consultants and assist in negotiating contracts with consultants. Serve as task order manager for the awarded contracts and project manager of assigned tasks.</p>		
5%	<p>Coordinate with other technical engineering expertise and work with other DWR offices to support the SWP and non-SWP projects and activities. Prepare concise written summaries or presentations for briefing various levels of DWR managers. Prepare, review, and summarize reports and various other documents. Write letters, memoranda, and other correspondence material. Review and report task/work group progress and issues to the Program Manager, O&M Management, and/or executive management.</p> <p>SPECIAL REQUIREMENTS</p> <p>Requires work outside of normal business hours. Travel throughout the State of California is required which will include travel by air or on public roadways. 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>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> <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>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p>Good verbal and written communication skills; proficient in good data stewardship and sound data management practices; ability to evaluate and direct technical engineering work relative to organizational mission; manage and resolve conflicts and urgent situations; act independently; and maintain a high level of professional technical expertise. Must be able to operate computers. Must have stamina and ability to climb stairs, ladders, and uneven steep slopes; to bend, stoop, and kneel; and to walk unassisted throughout SWP facilities.</p>		

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	<p>OTHER REQUIREMENTS</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 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>			