

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Junior Engineering Technician		DWR POSITION NUMBER 3813-3008-001	SAP POSITION NUMBER 50029156	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/CB/Sacramento Project HQ	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> 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) Margaret Kido	SUPERVISOR'S CLASSIFICATION Senior Engineer, WR	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 03/26/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under close supervision of the Senior Engineer , Water Resources, the incumbent will assist and perform a wide variety of contract administration duties for Sacramento Project Headquarters (SPH), which include performing construction contract administration and construction-related tasks.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain consistent and regular attendance, and meet specified deadlines. The specific duties are:</p> <p>40% Performs and assists in entry level engineering duties to include preparation of memorandum directives, contract change orders, change order justifications, quarterly reports of contract value, and assisting with construction pay estimates, utilizing Microsoft Office programs including Word and Excel database, and department-based contract management software (COSMOS).</p> <p>25% Performs and assists in the field inspection of contractors work to assure compliance with the approved plans and specifications. Complete, review, or assist staff with Daily Inspection Reports. Field inspections may require travel to facilities via air travel or other means of transportation, may involve driving a pick-up truck or other vehicle off-road on rugged or uneven terrain to and from job sites performing inspections of slopes, embankments, tunnels, pipes, and other enclosed areas.</p> <p>25% Performs and assists in the preparation of letters to contractors, construction and technical documents, final construction reports, inspection records, and work progress for preparation of monthly contract updates, utilizing Microsoft Office Programs including Word and Excel databases, and department-based contract management software (COSMOS).</p> <p>10% Research data and make mathematical calculations to support written correspondences, construction and technical documents, and reports.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Margaret Kido		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>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 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 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 Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</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>		