

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Junior Engineering Technician		DWR POSITION NUMBER 4200-3008-XXX	SAP POSITION NUMBER 50004958	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. tbd	DIVISION/SECTION Regional Assistance/Surface Water Investigations	
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) Lester Grade	SUPERVISOR'S CLASSIFICATION Senior Engineer, WR	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 3/26/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY: Under close supervision of the Senior Engineer, Water Resources and the lead Water Resources Engineering Associate, in the Surface Water Investigation Section of the Water Resources Engineering Branch in the Northern Region Office of the Division of Regional Assistance, the Junior Engineering Technician assists engineers and technical staff in a variety of non-professional engineering work, including installing stream gages, collecting stream stage, flow, temperature, and data at multiple stream gages; and using Acoustic Doppler Meters and other measurement devices to perform flow measurements on fast moving water.</p> <p>ESSENTIAL FUNCTIONS; This position requires the incumbent to work cooperatively with others; to maintain regular, consistent, and predictable attendance; to exercise good judgment; and participate in a variety of meetings, including ongoing training and developmental opportunities, which may require driving on public roadways. The specific essential functions are:</p> <p>Participate and assist professional and technical staff with the collection, processing, and compiling of statistical data of water flow measurements and stream flow information. Utilize state of the art Acoustic Doppler meters from a boom truck on a bridge, by riding in a cable-way, from a boat, or wading in a stream and using flow equations to determine flows through flumes, weirs, and orifices. Download electronic stream gage data while in the field or via the California Data Exchange Center (CDEC) using proprietary software while, at all times, checking for accuracy and making necessary corrections if needed.</p>			
25%	<p>Assist and prepare survey and construction notes. Assist with stream gage visits and data surveys to document engineering calculations and analyses for the engineer to plan, design, and oversee the construction of water control and measurement structures, and stream stage, flow and temperature gaging stations including telemetry equipment. Utilize the same methods to assist engineers and technical staff with evaluating and recommending changes to existing gages and structures. Develop maps and descriptions as necessary as part of this work. This job will require driving a vehicle on public roadways and/or in the field on uneven terrain.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Lester Grade		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 in the collection of simple field data measurements from topographic maps, high water stakes, or other surveys for engineers to perform hydrologic and hydraulic engineering studies of streams used to assess flooding, calibrate gages and rating tables, and determine water surface elevations in streams for a variety of purposes.</p>		
10%	<p>Assist engineers and technicians by documenting all work electronically for review and for inclusion in technical memorandums and reports. Help prepare draft versions of technical documents to summarize, report, publish, and transmit engineering study results. Organize and maintain office files.</p>		
5%	<p>Performs engineering work of average difficulty in any phase of the State's Water Resources program and other work as required. Maintain and purchase supplies and equipment necessary for completing assignments.</p> <p>All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the department and program with defensible information in an audit.</p> <p>SPECIAL REQUIREMENTS: Must possess a valid California driver's license to drive a personal, rental, or State vehicle to meetings, conferences, trainings, or project sites.</p> <p>PHYSICAL REQUIREMENTS: Field work requires strenuous physically activities, including:</p> <ul style="list-style-type: none"> - Overnight lodging on short notice, for several consecutive days at a time, traveling to facilities or field locations by vehicle, boat, or other means of transportation. - Travel independently to remote areas. - Flexibility for working irregular hours, including weekends and holidays. - Operating a pickup truck or other vehicle off-road on rugged or uneven terrain to and from sites, including possible transportation of trailer-based equipment. - Proficiency in handling and launching boats, with the capability to attach and operate an outboard motor. - Ability to traverse and transport equipment (up to 50lbs) over steep, remote, and rugged terrain to access sites, including areas without established roads, to reach remote work sites. - Swimming or staying afloat. - Working in and around swift and deep flowing waterways. - Remaining stable while wading in and crossing streams while moving heavy objects. - Capacity to endure field work for extended hours under a variety of extreme weather conditions. - Ability to work in densely vegetated areas, with the potential for encountering pests and wildlife. - Work with tools, concrete, steel, and wood. 		

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	<p>ABILITIES TO: This position requires the ability to:</p> <ul style="list-style-type: none"> - Utilize a variety of software, including Microsoft Office. - Use computer aided drafting (CAD), Geographic Information System (GIS), and surveying software to draft reports, memorandums, and letters; perform spreadsheet analysis; and prepare designs and maps. - Sit for long periods of time. - Strong word processing and report preparation skills. - Be detail oriented. - Work independently and maintain effective communication with all levels of staff, both verbally and written form. - Perform multiple tasks with precision, accuracy, and a commitment to neatness. <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> <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>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>		