

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant, Engrg. &amp; Architectural Sciences</b>		DWR POSITION NUMBER <b>2220-4871-900</b>	SAP POSITION NUMBER <b>50078961</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>O&amp;M/OFD/Eng Branch/Civil Eng Section</b>	
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: <b>R11</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Mark Rabo</b>	SUPERVISOR'S CLASSIFICATION <b>Supervising Engineer, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>5-6-26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY:</b> Under close supervision of the Civil Engineering Section Supervisor, and in a trainee capacity, the incumbent performs a variety of engineering support assignments relating to Civil Engineering infrastructure throughout the Oroville Field Division.</p> <p><b>ESSENTIAL FUNCTIONS:</b> This position requires the incumbent to work cooperatively with others; follow established safety procedures inherent to the job; maintain consistent, regular, and predictable attendance; exercise good judgment; complete assigned projects and tasks as directed. The ability to communicate effectively, both written and verbal, with supervision, engineers, technicians, and support staff is critical to performing assigned tasks. With the goals of expanding knowledge of Civil Engineering concepts and Operations and Maintenance of Field Division systems, the specific essential duties are:</p> <p><b>30%</b> Updates Section templates, forms and databases. Assists Staff Engineers in preparing inspection reports, engineering calculations, detailed designs, construction inspection and as-builts for civil features within OFD. Provides AutoCAD drafting support for Section projects.</p> <p><b>30%</b> Supports underground survey alert program (USAN) for OFD which includes assisting staff with researching, identifying and marking any Department owned underground civil features including water, gas, storm drain and sewer lines. Maintain USAN records for locates as required by law. Assist staff with developing and updating underground utility mapping using ArcMap.</p> <p><b>25%</b> Assist Staff Engineers with review, documentation and record keeping of encroachment and temporary permits within OFD. Assist in creating and managing permit inventory system utilizing spreadsheets or databases.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Mark Rabo</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
<b>10%</b>	<p><b>Assists Staff Engineers during dam safety and condition assessment Inspections to identify and inventory maintenance items for all civil features within OFD. Provides support in updating the comprehensive monitoring and surveillance plan. Supports Staff Engineers and Technicians in monitoring and surveillance activities for all dam facilities, outlets, conveyance channels and appurtenances within the Oroville-Thermalito Complex including Oroville Dam, Parish Camp Saddle Dam, Bidwell Bar Canyon Saddle Dam, Thermalito Diversion Dam, Fish Barrier Dam, Thermalito Forebay Dam, Thermalito Afterbay Dam, Power Canal headworks, Power Canal and Thermalito Tail Channel.</b></p>		
<b>5%</b>	<p><b>Assist with engineering office duties as required, including but not limited to: making copies, filing drawings in the office and area facilities, searching for drawings in files, writing reports, and maintaining engineering copiers and plotters.</b></p> <p><b>SPECIAL REQUIREMENTS:</b></p> <p><b>Employee is required to successfully complete all safety training related to the functions of the job.</b></p> <p><b>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. The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety.</b></p> <p><b>Ability to push, pull move and/or transport items up to 50 pounds; ability to bend, stoop, and stretch; and ability to ascend/descend stairs, climb ladders, and move through/on vaults, manholes, hydraulic structures, embankment slopes, waterways, and uneven terrain.</b></p> <p><b>Must have stamina and ability to work at a desk, use a computer and other office machines for extended periods of time. Must be able to operate various office machines, including computer, fax, scanner, and copy machine.</b></p> <p><b>Employee must have a valid California Driver's License as travel will be required.</b></p> <p><b>This position is not eligible for telework.</b></p>		