

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant, Engrg. &amp; Architectural Sciences</b>		DWR POSITION NUMBER <b>2420-4871-900</b>	SAP POSITION NUMBER <b>50002145</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>O&amp;M/San Luis Field Division/Engrg Branch</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>VACANT</b>	SUPERVISOR'S CLASSIFICATION <b>Supervising HEPUE, Supv</b>	
APPROVED BY (Personnel Analyst's Name) <b>Sydney Mecke</b>			DATE <b>5/27/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY:</b> Under close supervision of the Engineering Branch Manager and in a temporary and trainee capacity, the incumbent performs a variety of engineering support assignments relating to the state water project infrastructure throughout the San Luis 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 Engineering concepts and Operations and Maintenance of Field Division systems, the specific essential duties are:</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 SLFD. Collect, coordinate and update field division electrical, mechanical, and civil drawings using a PC and AutoCAD programs. Enter the drawings in the Department Operations and Maintenance Drawing System (OMDS) and maintain records of such activities.			
<b>30%</b>	Supports underground survey alert program (USAN) for SLFD 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.			
<b>25%</b>	Assist staff engineers with review, documentation and record keeping of encroachment and temporary permits within SLFD. Assist in creating and managing permit inventory system utilizing spreadsheets or databases.			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Vacant</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 SLFD. 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.</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>PHYSICAL REQUIREMENTS</b> Physical requirements include strength and ability to move 50 pounds, ability to bend, stoop, stretch, enter/exit vehicles, vaults and structures. Ability to ascent/descent stairs, slopes, ladders and to work in confined spaces.</p> <p><b>SPECIAL REQUIREMENTS:</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.</b></p> <p><b>Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division is necessary to perform the requirements of this position.</b></p> <p><b>Employee is required to successfully complete all safety training related to the functions of the job.</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>This position is not eligible for telework.</b></p>			