

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources		DWR POSITION NUMBER 3460-3261-511	SAP POSITION NUMBER 50002882	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/Design/CEB/Civil II	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S09 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Kevin Gray	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 05/27/2026	
<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>POSITION SUMMARY Under general direction of the Supervising Engineer, the incumbent serves as a Job Manager for the Civil Engineering Branch and coordinates with other team-members, stakeholders, consultants, and contractors. Coaches and supervises a staff of subordinate engineers performing engineering studies, writing reports, and preparing the designs, drawings, and specifications for a variety of large public civil-works projects related to water storage, water transportation, flood control, environmental restoration, species conservation, and recreation. Such work will include the design and analysis of canals, check structures, levees, gates, weirs, siphons, pipelines, penstocks, turnouts, roads, culverts, spillways, retaining walls, fish screens, fish ladders, pump houses, and many other related facilities.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent have technical competence in civil engineering; work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. General objectives are outlined by the Section Manager in a manner which requires initiative and follow-through to accomplish. Work is supervised through discussions with the Section Manager during the course of the work by reporting the work progress on the various programs. Final review by the Section Manager is accomplished during the review of studies and/or designs. The specific essential duties are but not limited to:</p> <p>Supervise and provide technical guidance and review for subordinate engineers involved in the design of projects; be in responsible charge of engineering work and be the engineer of record; coordinate design activities with other sections, divisions, departments, and agencies as required; develop the work planning and budgeting for the unit; prepare written responses to a wide variety of communications and work progress reports for management review. Coordinate environmental studies and permit work for projects as needed. Promote safety awareness among staff and incorporate safety considerations into all design projects. Monitor and evaluate performance of staff, prepare annual A&D reports, determine training needs and approve training requests,</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Kevin Gray		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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30%	<p>implement the three phases of progressive discipline, verify and approve employees' attendance and leave requests, interview and hire qualified employees, understand employees' rights with regards to labor relations, and lead by example.</p> <p>Design and prepare contract plans (utilizing CAD software) and specifications for the more complex portions involved in the construction and/or repair of canals, check structures, radial gates, and other hydraulic structures along the California Aqueduct and in the Delta, and for buildings, bridges, and control structures for the State Water Project. Prepare preliminary design and cost estimates and reports for various future planning projects.</p>		
25%	<p>Prepare engineering reports and memorandum covering design criteria, site conditions, technical analysis, risk, constructability, and engineering recommendations using a personal computer and Microsoft Office Suite programs. Direct the work of drafters, review and provide comments to Geotechnical reports, technical reports, design criteria reports, and attend meetings and discussions with the consultants as needed.</p>		
15%	<p>Review shop drawings and other contractor submittals related to in-progress construction. Coordinates with construction personnel to resolve changes and evaluate construction conditions relative to design intent. Makes field trips as necessary to investigate and resolve problems arising during design and construction. Coordinates the participation of design staff in construction inspection. Performs field reconnaissance/inspections to evaluate the conditions or performance of existing, proposed, and/or under construction facilities, sometimes in remote surroundings. Involves driving a pick-up truck off road, usually on rugged terrain, to and from the job sites or working on uneven terrain or enclosed areas. Act for the Section Manager in his/her absence.</p> <p>OTHER RESPONSIBILITIES</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 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</p> <p>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>		

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	<p>SPECIAL REQUIREMENTS</p> <p>This position requires frequent verbal/written communication with staff and supervisors. As listed previously, the preparation of reports, memorandums, and other correspondence is a function of this position. Must have the ability to communicate effectively by telephone and e-mail. The scope of responsibilities involves a broad working knowledge of hydrology; engineering economics; hydraulic flow (including steady state and tidal); design of structures, including reinforced concrete, timber, and structural steel; soil and rock mechanics; applicable design and building codes; and computer applications to designs including Computer Aided Drafting (CAD).</p> <p>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. Perform inspections of slopes, embankments, tunnels, pipes, and other enclosed areas, often in rugged terrain.</p> <p>General objectives as outlined by the Section Manager must be acted on in a manner which requires initiative and follow-through to completion. Work is supervised through discussions with the Section Manager during the course of work and by reports in the activities to the Unit and its progress on the various programs. Final review by the Section Manager is accomplished during the review of studies and/or designs. This position requires the ability to utilize personal computers to perform engineering computations and preliminary layouts of designs; prepare clear and concise engineering reports; act as lead person and effectively direct the work of others.</p> <p>This position requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.</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>			