

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Engineer, WR</b>		DWR POSITION NUMBER <b>2712-3137-006</b>	SAP POSITION NUMBER <b>50001594</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>O&amp;M/ADM-Eng/Maintenance Engineering Section</b>	
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: <b>R09</b>	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Debabrata Biswas</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, WR</b>	
APPROVED BY (Personnel Analyst's Name) <b>Marissa Arriaga</b>			DATE <b>6/8/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>45%</b>	<p><b>POSITION SUMMARY</b> Under the direction of the Manager of the Civil Maintenance Engineering Section, the incumbent assists with the civil Condition Assessment Program (CAP) for the State Water Project (SWP). The incumbent's work will include but is not limited to, coordinating and leading regular inspections of SWP civil features, preparing documentation and reports, promptly elevating performance concerns and anomalies to their chain of command, performing analysis, and prioritizing inspection recommendations based on risk assessment and an understanding of the failures associated with the various facilities. The incumbent will collaborate and coordinate with multi-disciplinary teams, internal or external to the Department of Water Resources (DWR), to provide project management support and civil engineering expertise for planning, design, and construction projects along the SWP.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent to work cooperatively with others; maintain regular, consistent, predictable attendance; exercise good engineering judgment; and apply knowledge and expertise in design, construction, and maintenance of major water project facilities. Duties include, but are not limited to the following:</p> <p>Perform as responsible engineer to manage SWP civil CAP, which includes planning, coordinating, and conducting inspections, analyzing the condition of assets and providing risk-based recommendations, and data management for bridges, buildings, roofs, roadways, canals, pipelines, tunnels, cross-drainage systems, and other appurtenant features. Specific tasks include writing and preparing inspection plans and reports, preparing analysis documentation; coordinating with all divisions within the SWP including all five field divisions; working with O&amp;M Asset Management and Maintenance Management Offices to identify new methods for collecting and measuring condition and performance, developing Maintenance Plans, and leading and participating in discussions related to maintenance, repairs, and rehabilitation strategies, and ongoing maintenance and engineering issues. The overall CAP shall be comprehensive and reflect the understanding of the asset lifecycle and risk-informed decisions.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Debabrata Biswas</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>20%</b>	<p>This will require traveling throughout the State by air or vehicle.</p> <p>Manage maintenance projects through the initiation, planning, and execution phases. Direct and manage project work, develop deliverables, coordinate project teams, manage communication, and set clear success factors related to the civil engineering features of the SWP. Coordinate, develop, and control the project scope. Identify project quality requirements and thresholds, establish communication protocols, and identify project risks and methods to eliminate or mitigate risks. Coordinate to ensure appropriate overall project safety plans are developed and communicated to project teams. Use project management tools to monitor, track, and control project scope, schedule, budget, and risk.</p>		
<b>15%</b>	<p>Provide engineering expertise by participating in Incident Response, repair strategies, and development of strategic programs for inspection and/or repairs to address ongoing maintenance engineering issues in the field divisions for civil features such as canals, pipelines, etc. Utilize civil engineering knowledge and expertise on cCAP for civil facilities, including performing inspections, analyzing data, training field division staff, acting as a resource to field division personnel, and performing quality assurance/quality control functions.</p>		
<b>10%</b>	<p>Assist with the development and review of proposed contract plans and specifications, draft response comments, and attend review meetings. Assist with the administrative needs of the Civil Maintenance Engineering Section which includes functions such as preparing procurement or proposal documents, inspection reports, memorandums, and letters; preparation of contract documents; database management; and managing and monitoring contract progress reports and invoices. Assist in developing, maintaining, training, and utilization of the cCAP database.</p>		
<b>5%</b>	<p>Work with other engineers in the Civil Maintenance Branch, Field Division Staff, and the Division of Engineering to collect and manage condition and performance data of the SWP civil infrastructure. Routine or unplanned condition and performance data is to be shared in a central location and available for the end user, as to include engineering and maintenance staff. The data is to be understood and managed to improve how the Civil Maintenance Branch manages the SWP civil assets.</p>		
<b>5%</b>	<p>Maintain and perform duties in alignment with safety protocols for office and fieldwork. Develop and review Job Hazard Analyses and maintain familiarity with the SWP Code of Safe Work Practices (CSWP) applicable to staff duties. Attend and provide necessary safety training and equipment to ensure staff perform work in compliance with the CSWP. Promote, enhance, and maintain safety in the office and field.</p> <p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b></p> <p>Must follow established safety procedures inherent in the job and the DWR Code of Safe Work Practices. Maintain, promote, and perform duties in alignment with safety protocols for office and fieldwork. Attend and provide necessary safety training and equipment to ensure staff perform work in compliance with the CSWP. Ability to travel to project locations and inspect facilities.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p><b>Ability to pull, push, and move items up to 25 pounds. Strength and ability to inspect roofs and climb up long ladders and multiple flights of stairs. Must have stamina and ability to bend, stoop, kneel, and crawl; traverse stairs and uneven and steep slopes while carrying equipment; and possess manual dexterity required to operate instruments and computers, and record data. Must have stamina and ability to remove and replace manhole covers and climb down manholes into pipelines and shallow underground vaults for maintenance visits. Must be able to spend long periods of time in wet or damp, confined spaces collecting data. Must have the mobility to trek unassisted throughout the facilities of the State Water Project. Knowledge of civil engineering fundamentals, with a broad knowledge of design, construction, inspection, and maintenance of major water project facilities. Knowledge of land use, surveying, and project management. Must have the knowledge, skill set, and ability to use Microsoft Office Suites.</b></p> <p><b>SPECIAL REQUIREMENTS</b></p> <p><b>Travel throughout the State will be required. Must be available for call-outs outside normal business hours. Must be able to respond to emergency situations with rapid and appropriate response. Must be able and willing to work alone and in adverse weather conditions, e.g. extreme heat or cold, entering and exiting confined spaces such as vaults and structures for equipment access. Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. The employee is required to 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.</b></p> <p><b>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.</b></p> <p><b>OTHER RESPONSIBILITIES</b></p> <p><b>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.</b></p>		