

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Chief, Field Division, DWR</b>		DWR POSITION NUMBER <b>2610-6246-69x</b>	SAP POSITION NUMBER <b>50098147</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>O&amp;M/ADM-South/Southern Field Division</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> <b>M12</b> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU:				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Darren Choyce</b>	SUPERVISOR'S CLASSIFICATION <b>Chief of Utility Operations</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>6-9-26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>45%</b>	<p><b>POSITION SUMMARY</b> Under administrative direction of the Chief of Utility Operations (Assistant Division Manager South) the incumbent effectively plans, manages, organizes, and controls the activities of a large field division of the State Water Project. Oversees and directs all operations and maintenance activities for the field division which includes the Engineering Branch, Plant Maintenance Branch, Operations Branch, Civil Maintenance Branch, Planner/Scheduler Branch, License Coordination Branch and the Administration Branch and comprises a variety of power plants, pumping plants, electrical switchyards, dams, reservoirs, aqueducts, pipelines and turnouts. As the Department's spokesperson, the Field Division Manager must be able to communicate Department policy on water and power availability and usage to the media, community organizations and water users. In this capacity, the Field Division Manager must be constantly aware of the concerns of local citizens and interest groups.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires that the incumbent work cooperatively with others, maintain consistent, regular predictable attendance and exercise good judgment. Duties include, but are not limited to:</p> <p>Responsible for all operations, maintenance and engineering activities in a field division including associated personnel and infrastructure safety. Develops strategic plans for scheduling maintenance of equipment, while considering complex interrelated factors pertaining to safety, water delivery, power scheduling, asset management, and compliance activities. Takes action necessary to repair, refurbish, modernize, replace, remove from or retain in service high-value complex machinery and equipment to safely maintain the reliability of State Water Project equipment and facilities and ensure operational availability. Oversees and is responsible for the review of complex reports and technical documentation as provided by the Engineering, Planner/Scheduler, and Plant Maintenance and Operations Branches, ensuring they are in conformance with Departmental policy; provides direction and consultation, taking into account engineering, economic and management principals; identifies action items; orders investigations into safety incidents; equipment failures; implements corrective measures and keeps management</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Darren Choyce</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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<b>Chief, Field Division, DWR</b>	<b>2610-6246-69x</b>	<b>50098147</b>	<b>1</b>
APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
<b>Vacant</b>		<b>O&amp;M/ADM-South/Southern Field Division</b>	
<i>Percent of Time</i>	<i>Activity</i>		
35%	<p>informed of status.</p> <p><b>Oversees all administrative matters in the field division including recruitment, selection, placement, and training and development of personnel; personnel actions; implements and administers labor contracts for six different labor organizations; responsible for first level review in the formal grievance process and attends related meetings; enforces adherence to Departmental policies and regulations and performs coordination functions between staff of other field divisions, headquarters, and other governmental jurisdictions whether federal, State, or local in nature. As the designated program manager for all programs/projects for the field division, is responsible for and oversees budget and cost control; is required to ensure field division staff complies with requirements of the code of safe work practices and other health, safety, and accident prevention program in compliance with CalOSHA.</b></p>		
10%	<p><b>Establishes and maintains effective public relations with top operating officials of the State Water Contractors, media, community organizations, and water users; may appear before committees, boards and commissions to communicate Department policies on water and power availability, usage, delivery, construction, operation and maintenance of water service turnouts, Division and Departmental policy. This may require driving a vehicle on public roadways.</b></p>		
10%	<p><b>Oversees the safety and security of field division facilities and staff, including the supervision of authorized public use of recreational facilities at various project facilities. Responsible to develop, obtain approval and execute the Field Division Contingency Plan, covering all possible actions including, employee strikes, militancy, natural or man-induced disasters and failure to minor or major project facilities.</b></p> <p><b>SPECIAL REQUIRMENTS</b></p> <p><b>Must be available to work outside normal business hours, including overnight travel, and possess a valid California Class C driver's license as travel throughout the State is required.</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.</b></p> <p><b>This position serves as Lead on the Incident Command Team (ICT) and is required to promptly respond to remote field division locations to support the activation and management for all emergency response. This requirement complies with incident management procedures and will ensure the effectiveness of the response and safety of personnel, stakeholders, and the community.</b></p>		

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<b>APPOINTEE</b> Vacant	<b>SAP PERSONNEL NO.</b>	<b>DIVISION/SECTION</b> O&M/ADM-South/Southern Field Division	
<i>Percent of Time</i>	<i>Activity</i>		
	<p><b>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</b></p> <p><b>FINANCIAL DISCLOSURE</b> This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p> <p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Must possess good supervisory and leadership skills; good oral and written communications skills; ability to handle urgent or conflict situations; ability to act independently; and ability to travel to State Water Project locations and inspect facilities.</p> <p><b>OTHER REQUIREMENTS</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 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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		