

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Hydroelectric Power Utility Engineer (Spec)		DWR POSITION NUMBER 2140-3674-XXX	SAP POSITION NUMBER 50002028	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADMN/Emergency Preparedness Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) David Panec	SUPERVISOR'S CLASSIFICATION Principal Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 6/23/26	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY: Under the direction of the Emergency Management Branch (EMB) Manager within the Division of Operations and Maintenance (O&M), under the Assistant Division Manager – North, the incumbent supports Emergency Preparedness (EP) and Physical Security (PS) activities associated with document development and maintenance; internal and external coordination; communications, information sharing, and technology preparedness; project, contract, and resource management; and training and exercises.</p> <p>ESSENTIAL FUNCTIONS: This position requires incumbent to work cooperatively with others; maintain consistent and regular predictable attendance; exercise good judgment; possess good written and oral communication skills; support change by communicating Department policy, procedures and instructions on emergency preparedness, response, and recovery, as well as physical security activities to unify the organization while meeting regulatory compliance; and stay abreast of best practices. Duties include, but are not limited to the following:</p>			
30%	Collaborate with Utility Power Systems Services (UPSS), field divisions (FD)s, Project Operations Center (POC), and Division of Technology Services (DTS) to establish and sustain communication protocols with internal and external partners including establishing equipment capabilities, procurement, maintenance, and proper usage of emergency management-related communication tools. Must maintain comprehensive technical knowledge to establish these protocols and institute follow up actions when communications have been published.			
15%	Oversee all documentation supporting Physical Security inspections and assessments of SWP facilities to identify the current security posture; to evaluate how effective the SWP security policies, plans, and instruction are being implemented; and to measure performance and identify gaps in current systems and procedures. Lead and conduct security guard quarterly performance reviews; update security guard post orders; consolidate, track, and assess monthly security guard reports; and report monthly security guard assessments to EMB PS Leads.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) David Panec		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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15%	<p>Oversee EMB's collaborative effort with POC on the Automated Notification System (ANS) platform used by FD ICTs, EOCs, and SWP POC, including updating template verbiage for varied threats and hazards impacting SWP assets and the resulting Emergency Action Plan (EAP) emergency levels. Work with POC with establishing a common approach to emergency communications and information sharing that builds on existing FD and Public Affairs Office (PAO) plans and integrates with the O&M operational framework. Oversee and provide technical expertise in the development, maintenance, and training of internal and external partners on plans and instructions associated with emergency communications and notifications, covering both physical equipment, the ANS platform, and the new Emergency Management (EM) Platform. Evaluate and report in After Action Reports on the effectiveness of the ANS and EM platforms following an emergency.</p>			
10%	<p>Plan, lead, organize, and control technical document development and maintenance efforts. This includes all emergency management-related plans, directives, and manuals (e.g., EAPs, Project O&M Directives [POMD], EOC Operations Manual). Provide technical direction and text; updating POMDs; and updating and distributing FD EAPs, Security Plans, and other emergency management-related plans, manuals, and guidebooks.</p>			
10%	<p>Plan, organize, and control communications, coordination, and SWP program support activities; act as the liaison to the DWR Security and Emergency Management Program (SEMP); prepare SWP EOC coordination meeting agendas; facilitate and coordinate Emergency Preparedness Program (EPP) Work Group and associated task groups; and assist with PS quarterly FD Security Coordinators (FDSC) meetings. The incumbent executes this by setting clear messaging goals, establishing workflows and delegating responsibilities, and auditing performance to ensure the messaging successfully meets organizational objectives.</p>			
10%	<p>Organize and support review of engineering-related security plans and documents for completeness; research and prepare responses to Public Records Act requests that include review of engineering as-built drawings and supporting documents.</p>			
5%	<p>Lead the development and verifications on projects (e.g., plans development, communication tools implementation and socialization, annual and 5-year physical security assessments), specifically for to ensure commitments, safety, scope, budget, costs, resources, schedule, and regulatory compliance. Assist with management of Architectural and Engineering (A&E), Service, and Power Related Contracts (PRC); develop contract scope and participate in the solicitation and selection process; manage task orders and review invoices; and participate in project close-out, evaluation, and assessments.</p>			
5%	<p>Engage with training and exercises involving table-top and functional exercises for Incident Command System (ICS) positions covering emergency response and recovery. Oversee implementation of basic EM workshops and trainings such as EAP seminars, SWP Physical Security Plans, Active Shooter/Assailant Response and Bomb Threat Response, and Internal Emergency Rapid Response and Recovery Plans (IE3RP).</p>			

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	<p>SPECIAL REQUIREMENTS: Must be willing and available to work outside normal business hours, including periodic overnight stays in various locations throughout the State of California as travel throughout the State is required.</p> <p>Employee is required to successfully complete all safety, emergency management, Critical Infrastructure Protection (CIP), and physical security training related to the functions of the job.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and are free from discrimination. DWR 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> <p>This position has frequent access to areas designated as containing critical cyber assets in accordance with National Energy Regulatory Commission (NERC) reliability standards and, therefore, a satisfactory criminal background check is required prior to appointment and at least every seven years thereafter.</p> <p>KNOWLEDGE SKILLS AND ABILITIES: Must be able to work independently as well as cooperatively in a team environment. Must have excellent presentation and facilitation skills. Must have good supervisory and leadership skills; good oral and written communication skills; ability to evaluate and direct technical engineering work relative to organizational mission; ability to handle urgent or conflict situations; ability to act independently; and ability to travel to SWP locations and inspect facilities. Must have ability to review data for accuracy. Must have ability to learn and adapt to changing tasks and take direction. Must be knowledgeable in the use of Microsoft Word, Excel, PowerPoint, and Project.</p> <p>OTHER RESPONSIBILITIES: This position provides necessary support to the DFO, Safety of Dams, O&M, Division of Engineering, Division of Integrated Science and Engineering, and the PAO during Governor declared emergencies, and flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, and coordination, and assist agencies such as the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies.</p> <p>This position may also serve in one of the sections established in the ICS in the FD, SWP EOC, or Department Operations Center (DOC), to assist DWR 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>		