

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Electrical Engineer		DWR POSITION NUMBER 2761-3613-XXX	SAP POSITION NUMBER 50054276	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-Eng/Comm Branch/Network Eng Section	
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: R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Roberto Ceballos Jr.,	SUPERVISOR'S CLASSIFICATION Senior Telecommunications Engineer	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 6/25/26	
<i>Percent of Time</i>	<i>Activity</i>			
35%	<p>POSITION SUMMARY:</p> <p>This Electrical Engineer (EE), position is an entry level position into the Telecommunications Engineering classification series of the Communications Branch. This position reports to the Senior Telecommunications Engineer who supervises the Network Engineering Section (NES). This position is expected to learn the basics of network telecommunications engineering through on the job, on-line and classroom training. This position is expected to participate as a team member in the day-to-day operations of the Section. NES is responsible for the design, installation, monitoring and maintenance of a wired and cellular network system, working with internal staff and external companies and contractors to coordinate the installation of network and security telecommunications equipment. NES staff will also work with Internet Service Providers (ISP), Telco Services provider, and internal staff to assist in troubleshooting existing communications circuits to DWR facilities.</p> <p>ESSENTIAL FUNCTIONS:</p> <p>This position requires the EE to work independently and cooperatively with others; maintain regular, consistent, and predictable attendance; exercise good judgment; follow established safety procedures; and communicate effectively both orally and in writing. Must be flexible and be able to produce results on multiple concurrent assignments.</p> <p>Work in conjunction with other EEs, assist more experienced Assistant and Associate Telecommunications Engineers, and learn the process of performing network equipment updates using approved system tools and applications. The EE will learn and assist in Systems Design that will include specifying network equipment needed, including but limited to network routers, switches, cellular routers, firewalls and low-level satellite routers. The EE will also assist in applying security measures to ensure network appliances are properly sanitized after being removed from service. Other security measures the EE may assist in is the application of security</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Roberto Ceballos Jr.,		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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25%	<p>updates to Windows based devices.</p> <p>The EE will use Microsoft Suite of products, including Visio and Autodesk AutoCAD to document and diagram the network and to create engineering drawings for design, installation, and final as-built documentation. The EE will utilize Microsoft Outlook for email and calendar management. The EE will utilize Microsoft Word, Excel, Project, PowerPoint and Planner for the creation and tracking of project management plans, reports, engineering specifications and presentations. MS Teams, Share Point and One Note will be used as meeting and collaboration tools.</p>		
25%	<p>The EE will learn the Open Systems Interconnection (OSI) model and the Internet Protocol (IP) Suite and how to properly assign and track IP addresses. The EE will utilize IP address Management tools such as Infoblox. The EE will learn how to configure, monitor, troubleshoot and maintain Cisco switches and Cisco routers, Ciena network transport switches, and Cradlepoint Cellular Routers. The EE will submit regular written status updates and reports to section management.</p>		
15%	<p>The EE will learn and use existing tools to backup the configurations of network devices. Using existing management, monitoring and troubleshooting tools, the EE will monitor Network and Infrastructure systems, open trouble tickets with manufacturer, internet and Telco service providers, troubleshoot problems, contact and work with DWR Field Division Technicians for support and document activities. The EE will also assist and learn the process to procure the necessary items for a project and maintain an accurate inventory of equipment.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Must have normal manual dexterity and eye-hand coordination to operate keyboards and control panels of communications equipment. Strength and ability to move, push, pull and handle material or equipment up to 25 pounds. Must have stamina and ability to bend, stoop, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes while carrying equipment; and must be able to operate computers. Must have the mobility to walk unassisted throughout the facilities of the Field Divisions. Must follow established safety procedures inherent in the job. Must have ability to make sound technical decisions on real-time systems under tight time constraints. Must be able to work on multiple projects, sometimes in multidisciplinary areas.</p> <p>SPECIAL REQUIREMENTS:</p> <p>Travel throughout the State may be required for extensive periods of time. Travel throughout the State may be required for extensive periods of time. Field inspections may require travel to domestic and foreign locations via air travel or other means of transportation. Work may require driving a vehicle on public roadways and/or uneven terrain to remote areas. Will be occasionally contacted for after-hours emergency call-out support of the communications system.</p>		

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	<p>Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>The Department of Water Resources (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>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> <p>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.</p> <p>OTHER RESPONSIBILITES:</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 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.</p>		