

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Engineer, Water Resources		DWR POSITION NUMBER 3330-3137-001	SAP POSITION NUMBER 50015815	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE / PMD / PWC / Traditional Delivery	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R09				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Lakshika Logantha Ramamoorthy	SUPERVISOR'S CLASSIFICATION Senior Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Taylor Marshall			DATE 7/13/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under general direction of the Senior Engineer, WR, incumbent prepares detailed contract specifications; provides technical review of drawings and specifications to ensure completeness and clarity, prepares contract packages for advertisement; and develops responses to engineering questions received from potential bidders on construction contracts for public works projects.			
	ESSENTIAL FUNCTIONS This position requires the ability to prepare and assess contracts, the initiative to work cooperatively with others, the capacity to manage multiple deadlines, and consistent and regular attendance . The specific essential duties are:			
40%	Apply technical knowledge of principles of engineering and construction materials, methods, and equipment to develop and review contract specifications for public works projects. Follow the Construction Specifications Institute format (as modified by the Department) to ensure prepared specifications technically describe in writing the character of the work, the desired result, and the materials and procedures required to complete, inspect and pay for the work. Maintain a consistent writing style throughout the document and identify and eliminate ambiguous and arbitrary statements. Use Microsoft Word, Adobe Acrobat, and other applications to prepare, edit, and finalize specifications. Consult with the project's design engineers, the Division of Engineering's (Division)Construction staff, and other sources within and outside of the Division to determine the appropriate method of specifying construction materials, systems, and methods.			
25%	Review engineering drawings and contract specifications at different delivery milestones to confirm compliance with principles and practices of engineering. Identify inconsistencies or problems to ensure contract documents are complete, clear and unambiguous, and in compliance with relevant laws and policies. Facilitate regulatory and internal technical reviews. Act as liaison with project			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Lakshika Logantha Ramamoorthy		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) TBD		EMPLOYEE'S SIGNATURE ➤		DATE

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Engineer, Water Resources		3330-3137-001		50015815		1	
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Percent of Time		Activity					
25%		design engineers to incorporate technical review comments into final version of drawings and specifications.					
10%		Finalize contract packages for advertisement, and ensure appropriate approvals are in place for advertisement, award, and execution of contracts. Serve as the Department contact during the bidding period. Organize and conduct site inspection trips for potential bidders at the job sites. Manage intake and coordinate responses to technical and non-technical bidder inquiries. Prepare and issue addenda as needed. Conduct bid openings and analyze bid packages for responsiveness and compliance with stated requirements. Coordinate and prepare contract change orders related to specification and drawing changes.					
		Assist in development and management of division guide specifications and templates. Provide input on specification style guide and process guidelines.					
		OTHER RESPONSIBILITES					
		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.					
		DIVERSITY, EQUITY AND INCLUSION					
		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.					
		SPECIAL REQUIREMENTS					
		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.					
		Range D requires the incumbent maintain a current license as a Professional Engineer in the field of Civil Engineering in the State of California.					

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		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.					