

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Hydroelectric Power Utility Engineer (Spec)		DWR POSITION NUMBER 2034-3674-001	SAP POSITION NUMBER 50002824	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-SAFM/Technical Documentation Section	
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) Balwinder Dhillon	SUPERVISOR'S CLASSIFICATION Supervising HEP Utility Engineer	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 7/20/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Manager, Technical Documents Section, the incumbent has sole responsibility to lead and implement the activities of Engineering Drawing Management System (EDMS). In addition, the incumbent is responsible for conducting complex and difficult assignments, requiring a high level of specialized expertise or unique technical knowledge and skills relating to operations and maintenance data management work. The incumbent will cooperatively with other groups and Divisions such as the Asset Management Office and the Division of Technology Services, to implement and maintain O&M Strategic Plan Implementation (SPI). Provide technical and administrative direction to plan and organize all activities related to the creation, development and maintenance of EDMS throughout the State Water Project (SWP).			
	Essential Functions This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment. The following are specific essential duties:			
30%	Maintain comprehensive technical knowledge of EDMS Software and Architecture used for O&M. Lead the implementation of O&M Engineering Drawing Management system (EDMS) which includes designing system architecture, work with Division of Technology Services to plan system implementation on Three-tier architecture. Work with the vendor for the configurations and testing of the system. Design and develop training material to train system users. Plan, design and implement a disaster recovery (DR) server for the system backup to make sure that there is no outage if main system goes down. Responsible for future changes and upgrades.			
30%	Work as a lead to review and organize all Field Divisions documents and engineering drawings. Setup Field Divisions document libraries into the EDMS, import all documents into EDMS libraries ensuring and eliminating any duplication. Maintain the historical changes of different versions of each document. Help Field Divisions to setup custom workflows to review document changes. Responsible for creating and maintaining user groups to control the access on EDMS libraries.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Balwinder Dhillon		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

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER	MCR
Senior Hydroelectric Power Utility Engineer (Spec)		2034-3674-001		50002824	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
VACANT		TBD	O&M/ADM-SAFM/Technical Documentation Section		
Percent of Time	Activity				
20%	Provide user and administrative level training to O&M staff on systems such as EDMS, Share point, Tableau, and other. Work with technical writers to develop training documents. Provide in-person technical support to import/export documents in EDMS system to all of the field divisions staff and hands on training. Review electrical field modification change transmittals (FMCT). Analyze and check calculations for proposed changes to electrical equipment.				
15%	Collaborate with other branches and sections to automate current standard process such as A&E (Architectural and Engineering) contracts related work authorization and invoices processing, solution to replace network storage drives for easily managing and maintaining the documentation.				
5%	Review and update Single Line Switching drawings and provide technical advice to Headquarters and field division engineering staff regarding proposed modification of facilities. Provides guidance to utility crafts and answers technical questions during facility repair. This may require extensive travel throughout the State by air or vehicle.				
	KNOWLEDGE, SKILLS AND ABILITIES				
	Must have the strength and ability to pull, push, and move up to 25 pounds; must have the stamina, ability and dexterity to bend, stoop, kneel, and crawl, climb stairs and uneven (sometimes steep) slopes while moving equipment. Must have the mobility to walk unassisted throughout the facilities of the State Water Project. Must be able and willing to work in adverse weather conditions such as extreme hot or cold; must be able to work in confined spaces; able to operate computers; work well with others and follow established safety procedures inherent in the job.				
	SPECIAL REQUIRMENTS				
	This position will require travel to SWP Field Divisions and facilities by driving a vehicle on public roadways. Travel throughout the State will be required. Must be available for callouts outside normal business hours. Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job. All employees are responsible for contributing the an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.				
	The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance is essential to the successful performance in this position.				
	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.				

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Hydroelectric Power Utility Engineer (Spec)		DWR POSITION NUMBER 2034-3674-001	SAP POSITION NUMBER 50002824	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-SAFM/Technical Documentation Section	
<i>Percent of Time</i>	<i>Activity</i>			
	OTHER REQUIREMENTS 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.			