

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervising Engineer, Water Resources		DWR POSITION NUMBER 2420-3258-59X	SAP POSITION NUMBER 50002139	MCR 01
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ San Luis Field Division/ Engineering Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ S09 Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Robert Dunlop	SUPERVISOR'S CLASSIFICATION Chief, Field Division, DWR	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 7/16/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under general direction of the Field Division Manager, is responsible for budgeting, planning, directing, organizing and controlling all engineering support activities of the San Luis Field Division. Decisions with far-reaching implications will sometimes be required without time for detailed consideration. Incumbent will perform the following duties utilizing computer-related programs and SAP transactions. Duties include, but not limited to:			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment.			
45%	Organizes and supervises all engineering activities of the Civil and Electrical/Mechanical Engineering units, including project surveillance, water quality, electrical/mechanical systems, and control systems. Coordinates all engineering activities with local, other field divisions, and Department staff and other government agencies. Supervises preparation of technical reports and correspondence including SIR's and FMCT's, evaluates technical provisions of contracts for repair and modification; responsible for updated drawings and MEI files, special testing procedures and O&M manuals.			
40%	Directs the field division's program on project surveillance including dam instrumentation, ground water levels, subsidence and earthquake effects, inspection of equipment and structures, corrosion control, and precise surveys. Directs monitoring of movement of dams, bridges, aqueducts and plants, seepage from dams and aqueducts, and water quality sampling. Reviews contract specifications and drawings for all new construction; directs the processing of requests for encroachment permits and local right of way matters.			
10%	Act as Field Division Manager during periods of emergency, absences or as required.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Robert Dunlop		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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5%	OTHER RESPONSIBILITIES Directs various aspects of the field division's maintenance management and safety programs and handling of hazardous waste materials. SPECIAL REQUIREMENTS Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways as travel to remote areas within the field division is necessary to perform the requirements of this position. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Must be readily available by phone and respond to callouts for extensive off-peak operations, maintenance, and for emergency repairs. Willingness to work mandatory overtime and work irregular hours in times of emergency. Employee is required to successfully complete all safety training related to the functions of the job. 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. This position is not eligible for telework. 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, and/or unescorted physical access around, critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter. This position serves as Lead Member 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 responses. This requirement complies with incident management procedures and will ensure the effectiveness of the response and safety of personnel, stakeholders, and the community.			

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		FINANCIAL DISCLOSURE 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. PHYSICAL REQUIREMENTS Ability to enter/exit vehicles, ascend/descent stairs and sloped embankments. 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, State Water Project, 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 California Office of Emergency Services and Federal Emergency Management Agency 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 it's emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Departments Administrative Orders.					