

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Engineer, Water Resources		DWR POSITION NUMBER 3811-3261-5XX	SAP POSITION NUMBER 50094110	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE / CB / Oroville Project Headquarters	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ S09				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Kenneth Householder	SUPERVISOR'S CLASSIFICATION Supervising Engineer, Water Resources	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 08/05/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under general direction of the Supervising Engineer, Water Resources, performs a variety of field and office engineering assignments in connection with contract administration/management, engineering, and inspection to ensure that construction contracts managed by Oroville Project Headquarters (OPH) for the State Water Project and other assigned facilities are completed on schedule and in accordance with plans and specifications. ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others and maintain consistent, regular, and predictable attendance. The specific essential duties are: Plan, lead, and organize activities including complex inspections associated with major construction contracts. Activities will require a technical civil engineering knowledge of pipelines, pumping plants, reservoirs, dams, and other structures. Supervises the work of the construction management, contract administration and field engineering staff on projects administered by OPH. Investigates the safety of design, construction and operation of projects closing out including the operational, structural plans of proposed sites and inspecting construction compliance with approved plans and specifications. Consults and makes recommendations directly to the Manager of OPH on complex construction contract issues relating to costs, time, construction sequencing, construction problems and potential claims. Provide recommendations to alleviate any inconsistencies within plan drawings and the contract specification document. Acts as a liaison between contractor, design staff, clients, and Manager of OPH. Supervise the staff and activities of the unit in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Kenneth Householder		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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Percent of Time	Activity			
30%	Acts as the Senior Contract Administrator for construction contracts and ensures contractor and subcontractor compliance with the plans and specifications. Provides oversight of DWR and consultant construction management staff for all projects including pipelines, pumping plants, reservoirs, dams, habitat restoration, and other structures and improvements. Oversees quality control and and may perform the more difficult inspection of construction contracts. This may require driving a vehicle on public roadways and on project access roads on rugged terrain.			
15%	Supervises the preparation of directives covering changes in the work, site considerations, environmental permit compliance and construction problems encountered in the work. Conducts meetings with the contractor's supervisory personnel to discuss progress and construction challenges. Responsible for preparation and approval of data for payment of contract items, progress reports, reports on contractor's disputes and all project correspondence, change orders, pay estimates, final construction reports, and quarterly reports of contract value. Reports on the status of construction cost and schedules. Responsible to ensure that contractor maintains safe working conditions during the term of the contract. Manages and supervises negotiation of extra work costs and time; reviews and accepts for approval cost extensions for extra and disputed work reports and lump sum cost proposals; reviews and accepts contractor's schedules.			
5%	Supervises the preparation of construction schedules; the logging and filing of shop drawings and data; routing and filing of "as-installed" drawings; logging, filing and distributing original and maintains project photography files, and a library of rental and wage rates. Utilizes Microsoft Project and/or Primavera Project Planner software in performing relevant tasks.			
5%	Reviews preliminary plans and specifications for construction contracts and makes recommendations. Prepares reports and performs other duties as required.			
OTHER RESPONSIBILITIES				
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, recovery, 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.				

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	SPECIAL REQUIREMENTS Must possess a valid California driver's license when conducting State business that requires driving a vehicle. Travel on short notice and overnight lodging may be required on some trips. May perform inspections of slopes, embankments, tunnels, pipes and other enclosed areas; often in rugged terrain. The position also requires that the incumbent be alert around the operation of construction equipment, and be able to perform safely in and around construction sites. Must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers 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.			