

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Hydroelectric Plant Mechanic II (Planner Scheduler)		DWR POSITION NUMBER 2370-6454-080	SAP POSITION NUMBER 50101781	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Operations and Maintenance/DFD/PS Office	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R12				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☒ Lead Person		IMMEDIATE SUPERVISOR (Print) Clifton Rodriguez	SUPERVISOR'S CLASSIFICATION HEP Electrical Supervisor/Asst Lead P/S	
APPROVED BY (Personnel Analyst's Name) Sydney Mecke			DATE 8/18/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY: Under direction of the Assistant Lead Planner Scheduler, plans, organizes and schedules routine and major maintenance and construction as related to mechanical activities at hydroelectric generating and pumping plants and facilities, including aqueducts, reservoirs, canals, pipelines, dams, spillways, checks sites, roadways, tunnels, and other such civil features within a field division.			
	ESSENTIAL FUNCTIONS: This position requires that the incumbent work cooperatively with others; maintain regular, predictable attendance; and exercise good judgment. The specific essential functions are, but are not limited to, the following:			
45%	Assists the Assistant Lead Planner Scheduler in identifying, prioritizing, and coordinating the field division maintenance activities; taking into consideration the establishment of the maintenance schedules, water demands, regulatory compliance power scheduling, staffing limitations, contracting timetables, purchasing lead times, and other needs for the efficient utilization of resources. Working together with other crafts, effectively communicates the day-to-day activities, creating plans with safety site information; job scope; timelines; materials lists; hazardous material information; and material safety data sheet information. Responsible for scheduling related mechanical maintenance activities for the field division.			
35%	Prepares estimates of job costs and recommends the selection of mechanical materials and keeps records and prepares reports of mechanical maintenance efforts. Responsible for ensuring accurate documentation of maintenance records which includes safety projects, condition assessment program reports, and biannual maintenance reports. Coordinates maintenance projects, plans, schedules, and outages with internal entities including Operations and Maintenance (O&M) Headquarters and Field Division Operations, Maintenance, and Engineering Branches; and Division of Engineering.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Clifton Rodriguez		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)		EMPLOYEE'S SIGNATURE ➤		DATE

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Hydroelectric Plant Mechanic II (Planner Scheduler)		2370-6454-080	50101781	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant		TBD	Operations and Maintenance/DFD/PS Office	
Percent of Time	Activity			
15%	(continued) Provides support to the field division multi-disciplinary efforts. Use acquired knowledge of the fundamental characteristics of hydroelectric generating/pumping units, auxiliary machinery, conveyance systems, and appurtenances to coordinate activities for hydroelectric generating/pumping plants, aqueducts, reservoirs, and related facilities, including assisting with coordinating outage planning; monitoring work in progress; tracking and requisitioning material; and developing/maintaining planned preventative and/or predictive maintenance schedules with consideration of water demands, power scheduling, resource availability, contracting timetables, and purchasing lead times.			
5%	Attend meetings for coordination of work efforts. Participate in technical and maintenance associations and committees. Keep abreast of modern maintenance procedures and planning, budgeting, cost control, and reporting of mechanical maintenance within the Field Division. Provide assistance to Plant Maintenance in times of emergencies, outages, and staffing shortages which may result in overtime. SPECIAL REQUIREMENTS 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. Required to attend the Division's OP-2 class and be certified as a worker and/or switch person, in compliance with State Water Project regulations. This is a sensitive position and is subject to substance abuse testing set forth in California Department of Human Resources (Cal-HR) Regulations 599.960-599.966. Must possess a valid California Driver's License to travel from plant to plant and within the State Water Project including driving a vehicle on public roadways will be required. Employee is required to successfully complete all safety training related to the functions of the job. Under the provisions of the North American Electric Reliability Corporation (NERC) 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. This position is not eligible for telework.			

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	OTHER RESPONSIBILTIES: 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 the 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.			