

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Chief HEP Oper, HEP Mech Supv, HEP Elec Supv		DWR POSITION NUMBER 2670-6461-500, 2670-6452-5xx, 2670-6452-5xx	SAP POSITION NUMBER 50002567	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/SFD/Planning and Scheduling Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ 12				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Johnathan Stalke	SUPERVISOR'S CLASSIFICATION HEP Maintenance Superintendent	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 6-16-26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under direction of the Lead Planner Scheduler, as a supervisor, directly oversees all activities of a multi-disciplinary trades and crafts planning and scheduling team. These activities include the planning, organizing, and scheduling of routine and major maintenance and construction 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.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain consistent, regular, predictable attendance and exercise good judgement.			
40%	Supervises the day to day activities of the Planning and Scheduling office which includes: Creating plans with safety site information; job scope; time lines; materials lists; hazardous material information; and material safety data sheet information. Responsible for scheduling maintenance activities for the field division. Monitors project expenditures against the planned budget. Creates, monitors, and updates the five year, one year, and nine week maintenance plans. Responsible for ensuring accurate documentation of maintenance records which includes; safety projects, condition assessment program reports, and biannual maintenance reports.			
25%	Assist the Lead Planner Scheduler in identifying, prioritizing, and coordinating the field division maintenance activities, through the Planner/Scheduler Team, 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.			
15%	Coordinates maintenance projects, plans, schedules, and outages with internal entities including: 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) Johnathan Stalke		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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Chief HEP Oper,HEP Mech Supv, HEP Elec Supv		2670-6461-500,2670-6452-5xx,2f		50002567	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	O&M/SFD/Planning and Scheduling Branch		
Percent of Time	Activity				
	CONTINUED Travels to various sites within the field division as necessary; may require work outside of normal business hours, traveling, and staying overnight in various locations throughout California which require driving a vehicle on public roads.				
15%	Responsible for the field division's Preventive Maintenance Program including creating new PMP's, monitoring PMP's, and modifying frequency and tasks of existing PMP's. Responsible to schedule the condition assessments for the field division per the Division of Operations and Maintenance Condition Assessment Program.				
5%	Acts as Lead Planner Scheduler during periods of emergency, absences or as required.				
	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 as necessary to perform the requirements of 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, 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. 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. Employee is required to successfully complete all safety training related to the functions of the job. PHYSICAL REQUIREMENTS Ability to enter/exit vehicles, ascend/descend 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, 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 EMA 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.				