

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Construction Supervisor I		DWR POSITION NUMBER 3811-4031-xxx	SAP POSITION NUMBER 50031624	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE / CB / Oroville Project HQ	
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) Mark Ticknor	SUPERVISOR'S CLASSIFICATION Construction Supervisor II, WR	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 09/10/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under direction of the Construction Supervisor II, Water Resources, the incumbent performs difficult construction oversight work which involves continuous construction inspection, supervision, and coordination of contract activities for assigned construction projects for the Oroville Project Headquarters, (OPH) and the State Water Project (SWP) and will employ the Partnering concepts to ensure an efficient operating relationship between the Department and construction contractors. ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance. The specific essential duties are but not limited to: Oversees inspection, supervision, and coordination of construction contract work, and performs and maintains continuous construction inspections of assigned OPH and SWP construction projects. Evaluates and determines construction quality by reviewing and analyzing contract documents to ensure contractor compliance with contract plans and specifications, environmental regulations, permits, and encroachment permits. Such contracts include, but are not limited to, pumping plants, power plants, aqueducts, pipelines, levees, bypasses, dams, roads, buildings, and similar, major structures/building projects. Maintain and enforce compliance with safety requirements and conduct on site Job Hazard Analysis. Will be required to drive a pick-up truck or other vehicle off road on rugged or uneven terrain to and from job sites; walking on rugged or uneven terrain to inspect slopes, embankments, tunnels, pipes, and other enclosed areas. Using Partnering concepts between the Department and construction project stake holders, the incumbent performs difficult construction oversight work which involves continuous construction inspection, supervision, and coordination of contract activities for assigned construction projects for the OPH and the SWP.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Mark Ticknor		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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	Incumbent will use partnering concepts including: • Timely and regular communication with all parties • Shared trust, commitment, and teamwork • Support of mutual project goals • Accepted risk management concepts • Timely decision-making • Problem and dispute resolution at the lowest level • Partnering tools and techniques, as appropriate				
30%	Record and maintain daily inspection reports, which includes the organization and documentation of important conditions, incidents, and job records of in-progress work . Ensure completion of monthly progress reports to assigned construction managers by using photos, safety reports, submittals, field quantity reports, contract changes, and monthly estimates. Sample and test construction materials; calculate, interpret, and record test results. Utilizing Microsoft software, collect, prepare, and maintain data documentation for preparation of progress pay estimates and contract change orders.				
20%	Review preliminary plans and specifications of upcoming construction contracts and assists in the finalization of As-Built drawings, and provide recommendations and make decisions in the field related to ensure compliance with contract plans and specifications. Coordinates the work of and corresponds with various contractors, designers, regulatory and client agencies, and other State support staff. Assist with construction surveys, computations, tabulating and checking of construction survey notes; lays out and checks dimensions, lines, and levels. Completes Daily Extra Work Reports for calculating Actual and Necessary cost adjustments, and reviews submittals of basic construction and building materials. Approves suitability of equipment and project schedules for Actual Necessary Cost work. Assist with Serial Letters, Contract Change Orders, and other contract correspondence. Attend and participate in various project and project related meetings.				
10%	Utilize cloud based construction management software to access real-time data and make informed decisions. Utilize scheduling programs to track ensure projects are running within planned timelines.				
	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, recover, and mitigation functions.				

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	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. SPECIAL REQUIREMENTS Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips. May be required to work extended amounts of overtime. 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. 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.			