JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Chief Hydroelctric Plant Operator	**2630-6461-505**	**50002589**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**SFD/Operations Branch/Plant Operations Section**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S12**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Jose Lopez**	**HEP Operations Superintendent**

APPROVED BY (Personnel Analyst's Name)	DATE
Jennifer Greathouse	**10-28-26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Hydroelectric Plant (HEP) Operations Superintendent, the Chief HEP Operator is directly responsible for the supervision and coordination of the Plant Operations units at Devil Canyon Power Plant, Mojave Power Plant and operations oversight of the East Branch Extension Pumping Stations. May perform administrative tasks in SAP such as time reports, program reports, requisitioning, work order notifications and other SAP functions. Provides support to the Planner/Scheduler function.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work cooperatively with others, adjust priorities based on operational needs, maintain regular, consistent, predictable attendance, and exercise good judgment. The specific essential duties are, but are not limited to, the following:**
40%	**Responsible for the supervision of approximately 12 employees, scheduling of shifts, shift rotation and vacation planning. Manage meetings and discussions relative to technical work with respective supervisors, support engineers, and maintenance supervisors; is responsible for technical training of the Plant Operations Unit under the Chief HEP Operators jurisdiction, which will require driving throughout the field division. Working with the Planner Scheduler office, coordinates all operation and maintenance activities within the Field Division with other disciplines, schedules special tests, prepares reports, makes inspections, and keeps the HEP Operations Superintendent advised on project operations. Enforcing safe work policies and procedures.**
20%	**Responsible for coordinating through the Area Control Center, Project Operations Control, local maintenance forces the daily, monthly and annual outage schedules and overseeing the operations of the East Branch Extension Pumping Stations. Reviews, revises and coordinates daily pumping/generating schedules for water/power deliveries to the local contractors. Reviews annual outages, requested outages, and out of service equipment to guarantee efficient coordination between maintenance and water delivery which will require driving a vehicle on public roadways and through out the field division.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jose Lopez	➢	

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
Vacant	➢	

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20%	**Reviews annual outages, requested outages, and out of service equipment to guarantee efficient coordination between maintenance and water delivery. Responsible for coordinating as required, outages as requested for the Division of Engineering as they relate to the plants under the Chief Operators jurisdiction. Conducts or affects safe working conditions with adequate safety meetings, literature, and films. Responsible for the technical training of the Plant Operations personnel, including the safe clearance procedure.**
10%	**Takes administrative action, such as rejection during probation, corrective and formal disciplinary actions, as required. Implementing policy of the Division of Operations and Maintenance. Assigning and distributing work, monitoring and evaluating performance, preparing annual Appraisal & Development 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 employees rights with regards to labor relations, and leading by example.**
5%	**Administrative responsibility in planning, scheduling, and budgeting of supplies and equipment for the Plant Operations Unit. Working in collaboration with other Chief HEP Operators and management in the staffing, training, and personnel development of the Plant Operations Unit. Assists the HEP Operations Superintendent with the preparation of the Plant Operations annual budget.**
5%	**Acts as Branch Chief in the absence of the HEP Operations Superintendent. Responsible for developing and training subordinate all branch staff to act as Chief Operator during his absence. Maintains a favorable rapport with peer groups, customers, and the general public.**
	SPECIAL REQUIREMENTS
	Ability to open/close tight valves; operate/move rack in breakers; ascend/descend stairs; open stuck valves; move breakers into cubicles; climb ladders and stairs and climb onto large valves; move a minimum of 50 lbs.; open valves with approximately 50 lbs. force against 250-psi pressure; switch and turn valves in emergency.
	Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division is necessary to perform the requirements of this position.
	In compliance with State Water Project regulations, the incumbent is required to attend the Division's OP-2 class and be certified as a worker and/or switch person,

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	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 or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter. **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.** **OTHER RESPONSIBLITIES:** **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 the 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 its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.**