JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Hydroelectric Power Utility Engineer (Spec)	**2031-3674-XXX**	**50098202**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/ADM-SAFM/Maintenance Mgmt Branch**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R09**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Michael Malott**	**Chief FD, WR**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**10/15/2026**

Percent of Time	*Activity*

POSITION SUMMARY

Under general direction of the Manager, Maintenance Management Branch, the incumbent will provide specialized technical expertise to facilitate the activities of the Maintenance Plan Management (MPM) program and work cooperatively with other sections of the Maintenance Management business support group and other groups and divisions, such as Asset Management, Electrical Engineering Services, Mechanical Engineering Services, Utility Power Systems Services, Project Management Office, Dam Safety Office, Field Division Engineering and Planning/Scheduling offices, Division of Engineering and the Operations Engineering and Standards branch to direct the implementation of O&M's Maintenance Management Strategy (MMS) and processes under MM_01_02 Maintenance Plan Management Strategy (MPMS). The incumbent provides technical and administrative direction to plan and organize all activities related to the creation of complex maintenance plans, Mirata forms, and associated creation of MPs within the SAP system.

ESSENTIAL FUNCTIONS

This position requires that the incumbent work in the field for some phases of a project, work cooperatively with others, and maintain regular, consistent, and predictable attendance. Incumbent should also have knowledge of the health, safety and accident prevention program as well as regulatory and compliance requirements associated with Federal Energy Regulatory Commission (FERC)/North American Electric Reliability Corporation (NERC)/Western Electricity Coordinating Council (WECC) and California Independent System Operator (CAISO) Must possess strong written, verbal, and interpersonal communications skills, in addition to strong analytical skills, and be able to exercise sound judgment. The specific essential functions are, but are not limited to, the following:

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Michael Malott	➢	

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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Percent of Time	*Activity*
25%	**Oversee all documentation supporting the Maintenance Plan Strategy (MPS) to provide a focus on the development and continuous improvement of existing Maintenance Plans (MP) processes and procedures. Lead the development and continual improvement of the electronic work-lists (Mirata Forms), MM_01_02 Maintenance Plan Management Strategy documents and Maintenance Plan Priority List (MPPL). Oversee the library of draft and approved master and field division level MPs, the library of supporting electronic work-lists (Mirata Forms), the MM_01_02 Maintenance Plan Management Strategy document. Oversee updating and supporting existing MP instructions and the Maintenance Plan Priority List (MPPL). Assesses the need for new instructions related to MP processes . Lead the development of MP and Mirata forms instructions, guides and templates. Manage and regularly update the MP SharePoint site and content.**
25%	**Prioritize, schedule and coordinate annual work assignment from MPPL for HQ & field division Asset Engineers. Provide oversight and technical guidance on Electrical, Mechanical and Civil Maintenance Plans (MPs). Serve as a facilitator between HQ asset engineers and their counterparts and subject matter experts within the Field Divisions for MP development. [KB4.1][PS4.2]Provide technical expertise to asset engineers in developing & modifying new and existing maintenance plans and development & testing of Mirata forms. Leads and communicates to HQ and FD management the status of assignments, recommendations, or issues and prepares monthly, quarterly and annual reports.**
20%	**Lead, organize, manage, and implement the creation of site-specific MPs. Work with the Field Division Asset Engineers, Planning & Scheduling (P&S) offices and assigned HQ asset engineering staff to adjust master Mirata forms for local Field Division. Lead planning scheduling staff with the creation and testing of the Field Division specific forms. Provide oversight on integration between software platforms related to SAP database, Mirata and Sharepoint. Review and facilitate resolution of MP and Mirata forms change requests originating from field divisions.**
20%	**Prepares, oversee and execute existing and new contracts, review and process invoices, manage contract budgets. Prepare or review training material for asset engineers and facilitate trainings related to established MP processes, MP instructions, work history analysis and Mirata forms development. Work with consulting staff to review and facilitate additional specialized trainings for asset engineers. Attend seminars and conferences and advocate/advise DWR O&M to remain up to date on current and future best maintenance management practices.**
10%	**Create measurement points for equipment within the SAP system in collaboration with the Master Data Section of the MM Office to support data collection from the Mirata forms. Review data collected for improving equipment reliability. Work with the Analytics and Reporting section of the MM Office to develop reporting on measurement documents that aid engineering, maintenance, and operations staff.**

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Percent of Time	*Activity*
	KNOWLEDGE, SKILLS, AND ABILITIES **Must have stamina and ability to work at a desk and/or computer for extended periods of time, and attend lengthy meetings, and the ability to make oral presentations. Strong research and analytical writing skills are required. Must work well with other people and varied personalities, interact effectively with the public, and demonstrate adaptability to work priority changes based on operational need.** **SPECIAL REQUIREMENTS** **Travel throughout the State will be required, including overnight stays, is required. Employee is required to successfully complete all safety training related to the functions of the job. This may require traveling throughout the State by air or vehicle. 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.** **The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance is essential to the successful performance in this position.** **OTHER REQUIREMENTS** **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 California Office of Emergency Services (OES) and Federal Emergency Management Agency (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.**