JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineer, Water Resources (Specialist)	**3320-3261-900**	**50104963**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE/PMD/PMB/Project Management Coordination**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **E48**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Gabriel Rodell**	**Supervising Engineer, WR**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**11/5/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general direction of the Supervising Engineer, Water Resources, the incumbent serves as a non-supervisory specialist performing project management duties on a wide variety of complex civil engineering related design and construction projects, studies, overseeing contracts of various types (i.e. service, procurement, A&E, and public works) for State Water Project (SWP) facilities, Delta flood-control facilities, and other facilities and locations as required; coordinates efforts with program managers, project managers, functional managers, job managers, and technical and support staff across multiple Divisions within the Department of Water Resources (DWR) as well as with private consultants and agency partners in an interdisciplinary effort for project success.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent run the day-to-day project management or participant coordination duties, which will require working cooperatively with others, maintaining regular and consistent attendance, exercising good judgment and applying sound engineering principles. Excellent verbal and written communication skills are required. The specific essential duties are:**
25%	**Provides guidance to DWR Divisions regarding project scoping, budgeting, and resourcing. Apply sound engineering principles, methods and knowledge to coordinate and organize staff throughout DWR and identify appropriate division resources so work can be performed effectively. In support of projects related to hydraulics, bridges, buildings, dams, levees and other department engineering and non-engineering projects, follow the project intake and resourcing process; maintain and promote use of collaboration tools used in project lifecycle activities. Plan, organize, lead, and control assigned work activities of consultants. Perform liaison duties with clients, stakeholders, and program managers (project sponsors).**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Gabriel Rodell	➢	

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	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineer, Water Resources (Specialist)	**3320-3261-900**	**50104963**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE/PMD/PMB/Project Management Coordination**

Percent of Time	*Activity*
25%	**Applying sound engineering and project management principles, uses enterprise tools (such as SAP Portfolio and Project Management/Resource Management, Microsoft Teams and Channels, OneNote) and standardized processes (file structure, wiki, action item tracker) to build and sustain effective communication with other roles involved in projects. Works with client to develop project schedules. Clarifies roles and responsibilities for the project team. Manages risks, develop contingency plans, and documents change requests. Builds and manages project quality assurance and quality control measures aligned with Divisional policies and procedures.**
25%	**Work with functional managers to build project teams—ensuring resources (financial and human) are available. Establish/adopt design criteria, define analysis procedures, compile or prepare design standards and review designs and specifications by contractors. Lead, direct, manage, and motivate the project team. Monitor overall progress and use of resources—initiating corrective action where necessary. Manage the production of the deliverables. Forecast and track costs, milestones and deadlines. Apply best project management and engineering practices, mentor others, and promote partnering and good working relationships. Write and review task orders and recommend payment for services in compliance with existing contracts.**
25%	**Conduct regular project meetings at offices or job sites as required. Maintain an awareness of potential interdependencies with other projects and their impacts. Prepare regular written status reports for participants, clients, and stakeholders. Prepare and execute follow-up actions and recommendations. Develop and apply lessons learned. Conduct pre-briefings with the Division Manager and briefings with the Deputy Director on construction projects. Utilize SAP, Microsoft Project, Excel, MS Teams, Sharepoint, Power apps /Bi and other MS Office and project management computer applications to schedule, organize, track, and report. Travel to meetings or project sites may require driving a personal or State vehicle.**
	OTHER RESPONSIBILITES **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 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.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineer, Water Resources (Specialist)	**3320-3261-900**	**50104963**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE/PMD/PMB/Project Management Coordination**

Percent of Time	*Activity*
	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.** **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.**