JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Senior Engineer, Water Resources	**3815-3261-5XX**	**50002766**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE / CB / Pearblossom Project Headquarters**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S09**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Nady Said**	**Supervising Engineer, WR**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**11/05/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general direction of the Manager, Pearblossom Project Headquarters (PBPH), supervises engineering tasks and office contract administrative duties for all PBPH construction contracts; and personally performs the more difficult work.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance, communicate effectively both orally and in writing, establish and maintain the confidence and cooperation of others, use good judgment and tact, and maintain confidentiality. The specific duties include:**
35%	**Supervises staff and construction engineering management activities of the unit in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual A&D 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 employee's rights with regards to labor relations, and leading by example.**
30%	**Prepares or supervises the preparation of all engineering tasks and contract documents associated with the administration of Departmental construction contracts such as: correspondence to contractors, Departmental Memoranda, Memorandum Directives, Contract Change Orders, Change Order Justifications, preparation and review of monthly progress pay estimates, review of final pay estimates, Quarterly Reports of Contract Value, and Final Construction Reports. Coordinates contract administration activities between the Project Office, field offices, and Headquarters Office in Sacramento. Utilizes Microsoft Word, Excel, and Powerpoint software in performing these tasks which may require driving a vehicle on public roadways.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Nady Said	➢	

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*
15%	**Supervises the preparation of construction schedules; the logging and filing of shop drawings and data; routing and filing of "as-installed" drawings; logging, filing and distributing original and revised contract drawings and specifications; maintains a library of specifications and reports; maintains project photography files, and a library of rental and wage rates. Utilizes Microsoft Project and/or Primavera Project Planner software in performing these tasks.**
15%	**Reviews preliminary plans and specifications for construction contracts and makes recommendations. Prepares reports and performs other duties as required.**
5%	**Participates in negotiation meetings for potential claim settlements and may act for the Manager, Pearblossom Project Headquarters, in his absence. May include travel to remote field locations, driving vehicles on public roadways, and driving vehicles off road at various project field locations.**

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 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. 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 perform inspections of slopes, embankments, tunnels, pipes and other enclosed areas; often in rugged terrain.

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. May be required to work extended amounts of overtime.

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Percent of Time	*Activity*
	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.