JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Water Services Supervisor	**2630-3045-504**	**50002610**	**1**

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

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S11**	☐	☐

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	**11-24-26**

Percent of Time	*Activity*
	POSITION SUMMARY: **Under the direction of the Hydroelectric Plant (HEP) Operations Superintendent the Water Services Supervisor is responsible for the supervision and coordination of the Water Operations section, West Branch offices. Communication and coordination of work and cooperation with water contractors is required. Provides support to the Planner/Scheduler function.** **ESSENTIAL FUNCTIONS:** **This position requires 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:**
45%	**Plans, schedules, supervises, and directs the work of the Water Operations unit staff in the West Branch of the Field Division; insures continuity in the implementation of policies and procedures in the orderly operation of the storage, transportation, distribution, facilities, and outages within the West Branch of the Water Operations Unit; gathers, compiles, analyzes data pertaining to investigations including hydrographic, hydrologic, hydraulic studies; implements general policy and procedural directives from the Superintendent of Operations; trains subordinates, prepares reports, and assists in the preparation of the annual budget and program statements. Take a lead role in making sure Operational issues relating to the extensive Federal Energy Regulatory Commission (FERC) facilities in Southern Field Division (SFD) are properly identified and addressed. Operates automotive vehicles on public roadways, travel to remote areas within the field division.**
35%	**Supervises employees in the Water Operations Unit West Branch offices locations approximately 50 miles west of SFD Headquarters by directing each field office in regards to gathering data and keeping records of all essential project operations. Incumbent also represents the Department in dealings with parties who have vested interests in natural water passing through three project reservoirs, attends scheduled recreational meetings, and deals with Water Contractors on outages affecting contract deliveries.**

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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Percent of Time	*Activity*
15%	**Oversees and directs the water accounting and reports pertaining to water deliveries and storage for the West Branch of the field division. Also, oversees and directs reports on natural waters for the West Branch Field Division both monthly and yearly.**
5%	**Understand and utilize the computer operation of the aqueduct necessary to assist in performing job requirements. Along with the East Branch Water Services Supervisor, coordinates all dives and dive training in the Field Division. May act for Operations Superintendent in his absence. Oversees work for the East Branch during the other Water Services Supervisor during absences.**

SPECIAL REQUIREMENTS:

Physical requirements: Strength and ability to move a minimum of 50 lbs.; strength and endurance to perform a current meter measurement by wading or bridge crane; ability to ascend/descend stairs; climb 80 foot ladders, enter and exit manholes and meter vaults while carrying small tools; open/close tight valves; ability to bend and stoop in the performance of their duties; ascend/descend aqueduct slopes, dam faces, and embankments during inspections.

Must have a valid California Class C driver's 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.

This is a sensitive position and is subject to substance abuse testing set forth in California Department of Human Resources (Cal-HR) Regulations 599.960-599.966.

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.

Overtime may be required, based on work needs.

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.

This position is not eligible for telework.

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Vacant	**TBD**	**SFD/Operations Branch/Water Operations Section**

Percent of Time	*Activity*
	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.