

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Student Assistant (Engineering & Architectural)		DWR POSITION NUMBER 2743-4871-900	SAP POSITION NUMBER 50102130	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/EES/P&IS/Protection Unit	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: R11	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jordan Duval	SUPERVISOR'S CLASSIFICATION Senior Control Engineer (Supv)	
APPROVED BY (Personnel Analyst's Name) Amber Jones			DATE 5/9/2024	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under close supervision of the Supervisor, Protection Unit, and in a trainee capacity, the incumbent will perform engineering work to support commissioning of excitation equipment on the State Water Project.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; follow established safety procedures inherent to the job; maintain consistent, regular and predictable attendance; exercise good judgment; complete assigned projects and tasks as directed. The ability to communicate effectively with Supervisors, Engineers and Technicians. Specific duties include but are not limited to the following:</p> <p>40% Collect generator, excitation and governor system model parameters from test reports and manufacturer equipment instructions. Develop these models in Matlab Simulink. Simulate models and confirm results match test results.</p> <p>30% Configure a proprietary testbed for excitation system modeling of a SWP hydroelectric Unit. Stimulate the testbed and confirm response as expected. Draft a handbook suitable for training use of the testbed.</p> <p>10% Provide a closeout package, report and presentation for the internship scope of work.</p> <p>10% Process routine Protection System test reports for relay calibration, trip and battery tests. Compile equipment operations and maintenance reports. Edit equipment drawings and records required for the modification and/or repair of generators, motors, transformers, circuit breakers, protective relays and associated hydroelectric equipment.</p> <p>10% Collect project and maintenance data from an SWP database. Prepare, review and edit computer generated charts, tables, graphs and drawings for technical and status reports.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jordan Duval		SUPERVISOR'S SIGNATURE ➤		DATE
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) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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	<p>KNOWLEDGE, SKILLS, AND ABILITIES Must possess strength and ability to push, pull, and move items up to 25 pounds; stamina and ability to bend, stoop, kneel, and crawl; climb stairs and uneven (sometimes steep) slopes while carrying equipment; ability to operate computers. Must have the mobility to walk unassisted throughout the facilities of the State Water Project. Must be able to work in adverse weather conditions (e.g., extreme hot or cold).</p> <p>SPECIAL REQUIREMENTS Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Must possess a valid California Class C Driver's License as travel throughout the State will be required. 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.</p> <p>Must be able to work a minimum of 20 hours per week.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p> <p>OTHER RESPONSIBILITIES 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.</p>		