

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Engineer, Water Resources</b>		DWR POSITION NUMBER <b>7200-3137-003</b>	SAP POSITION NUMBER <b>50032149</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBA</b>	DIVISION/SECTION <b>Regional Assistance/SCRO/SS&amp;TS</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R09</b>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Alena Misaghi</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>6-4-24</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY</b> Under the direction of the Senior Engineer, Water Resources, the incumbent will perform engineering studies and investigations, gather resource data, and prepare oral and written reports in water resources-related fields.			
	<b>ESSENTIAL FUNCTIONS</b> This position requires that the incumbent work cooperatively with a wide variety of Department staff as well as local, State, and federal agencies, technical consultants, interested parties, and the general public; exercise initiative and sound judgment, display good problem-solving skills and take independent action as necessary; maintain regular, consistent, and predictable attendance; and display interpersonal and organizational skills. The specific essential duties are:			
<b>40%</b>	Provide expertise and technical support to the Department Drought Programs. Review proposals for drought-related projects for adequacy using online tools and electronic correspondence, in accordance with program policies and guidelines. Develop scopes of work, prepare engineer cost estimates, and review and process grant agreements, progress reports, invoices, and other project-related documents using Microsoft Suite, while following office processes. Provide professional and courteous customer service. Prepare and deliver presentations as needed.			
<b>30%</b>	Conduct water systems engineering planning, review of design/study plans, and review and approval of construction plans and specifications. Assist in conducting outreach and support for the Small Community Drought Relief Program. This includes working with underrepresented communities, community and non-profit organizations, and tribal and local governments in the development and oversight of applications and grants to mitigate California's drought.			
<b>20%</b>	Provide technical assistance in the field of water quantity and quality management. Independently conduct engineering investigations for the development of processes for reuse, concentration, and separation of salts from subsurface agricultural drainage water. Prepare engineering calculations on the design of pilot treatment projects to investigate the feasibility of various technologies.			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Alena Misaghi</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<b>APPOINTEE</b> <b>Vacant</b>	<b>SAP PERSONNEL NO.</b> <b>TBA</b>	<b>DIVISION/SECTION</b> <b>Regional Assistance/SCRO/SS&amp;TS</b>	
<i>Percent of Time</i>	<i>Activity</i>		
<b>10%</b>	<p><b>Participate in meetings with interested parties and federal, State, Tribal, and local governments/ agencies on disseminating feasible technologies and working to seek collaborative solutions. Prepare reports to document findings.</b></p> <p><b>Provide technical and management support to other Department programs, including review of hydrological models to various water supply investigations, and assisting local water districts and the general public. Represent the Department at meetings, seminars, technical conferences, and outreach activities. Make technical presentations on behalf of the Department. Coordinate and cooperate with other units and divisions in the Department, with other State and federal involved agencies, tribal governments, and the public.</b></p> <p><b>OTHER RESPONSIBILITIES</b></p> <p><b>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, floods, dams, 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 EMA 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.</b></p> <p><b>SPECIAL REQUIREMENTS</b></p> <p><b>Must possess a valid California driver license with a good driving record and ability to drive a vehicle on both public roadways and uneven and rough terrain. Must be able to perform field activities that may require moving and transporting equipment, as well as exposure to inclement weather. Must be willing to work outside a typical work schedule to conduct fieldwork and attend meetings. Occasional travel is required to attend meetings and conduct fieldwork for up to several consecutive days.</b></p> <p><b>Must have knowledge of and working skills using Window-based computers and MS Office. Must possess strong written and oral language skills to prepare technical reports and to speak to small and large groups about drought-related programs and information.</b></p> <p><b>The Department values diversity at all levels and fosters an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. 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. 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 is essential to the successful performance in this position.</b></p>		