

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Student Assistant (E&amp;A)</b>		DWR POSITION NUMBER <b>2753-4871-900</b>	SAP POSITION NUMBER <b>50100656</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>O&amp;M/ADM-Eng, MES, MEB2, MES A</b>	
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: <b>R11</b>	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Joshua Martinez</b>	SUPERVISOR'S CLASSIFICATION <b>Senior HEP Utility Engineer (Supv)</b>	
APPROVED BY (Personnel Analyst's Name) <b>Amber Jones</b>			DATE <b>8/27/2024</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>POSITION SUMMARY</b> Under close supervision of the Manager, Mechanical Engineering Section A, and in a trainee capacity, the incumbent will assist in performing engineering work on matters relating to mechanical systems on the State Water Project.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires the incumbent to work cooperatively with others; follow established safety procedures inherent to the job; maintain consistent, regular, and predictable attendance throughout the year; exercise good judgment; complete assigned projects and tasks as directed. The ability to communicate effectively, both written and verbal, with supervision, engineers, technicians, and support staff is critical to performing assigned tasks. The specific duties include, but are not limited to the following:</p> <p><b>20%</b> Prepare, review, and edit computer generated charts, tables, graphs, and drawings for technical reports and engineering projects.</p> <p><b>30%</b> Research equipment drawings and records required for the modification and/or repair of pumps, turbines, valves, bearings, motors, generators, and other associated hydroelectric equipment.</p> <p><b>30%</b> Scan and store electronic files of engineering drawings and documents in portable document format (PDF) related to State Water Project hydroelectric equipment maintenance, repair and modifications performed under contracts administered by the Section and Branch. Compile equipment operations and maintenance reports. Perform other duties such as retrieving, photocopying, and archiving documents, and obtaining maintenance services for computers, copy machines, etc.</p> <p><b>10%</b> Assist Section Engineers with specification development, data collection, data entry, record keeping, analysis, and status reporting of mechanical systems. Review and perform calculations related to equipment scheduled for modification, replacement and/or repair.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Joshua Martinez</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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<i>Percent of Time</i>	<i>Activity</i>		
<b>5%</b>	<p><b>Assist with the Retrieval specifications and drawings from microfilm, order all necessary equipment and supplies, review and edit equipment inspection reports, and accompany engineers on equipment inspection trips. This may require driving a vehicle on public roadways and/or uneven terrain.</b></p>		
<b>5%</b>	<p><b>Assist with maintaining, enhancing, and upgrading the Branch's website. Solve computer-related problems, and update the Branch's computers' software and hardware. Operate and maintain the Branch's video equipment, and provide audio/visual support for meetings, seminars, etc.</b></p> <p><b>SPECIAL REQUIREMENTS</b>  <b>Must possess a valid California Class C Driver's License as travel throughout the State will be required. Must work well with others and follow established safety procedures inherent in the job. 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.</b></p> <p><b>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. This position is office-centered which means the incumbent works more than fifty percent of their time monthly in the office.</b></p> <p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b>  <b>Ability to push, pull, move, and/or transport items up to 25 pounds. Must have 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.)</b></p>		