

NEVADA IRRIGATION DISTRICT

WATER SUPERINTENDENT Range C02 – BOD 01/13/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and coordinate the activities of the Raw and Treated Water Distribution Division within the Water Operations Department including the operation and maintenance of raw and treated water distribution facilities; to respond and resolve the more complex customer concerns and issues; to coordinate water distribution maintenance and operational activities with other divisions and departments; and to provide highly complex staff assistance to the Water Operations Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Water Operations Manager.

Exercises direct supervision over assigned supervisory and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, organize and direct the operation and maintenance of raw and treated water distribution activities including assigning daily work schedules and coordinating maintenance and repair activities.
3. Direct, oversee and participate in the development of the Raw and Treated Water Distribution Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Raw and Treated Water Distribution Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

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Water Superintendent

Essential Functions: *(Continued)*

6. Coordinate with District staff and oversee the regulation and release of water flows in District reservoirs, conduits, and canals.
7. Monitor, operate, and troubleshoot operational and maintenance activities associated with raw and treated water distribution systems including pump stations, pressure regulation stations, and water storage facilities; review water flow data, work orders, and reports.
8. Provide technical operational information to District departments and outside consultants and contractors to design, develop, maintain, and operate the raw water and treated water distribution systems.
9. Oversee the collection of technical and operational data related to the District's raw and treated water systems.
10. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with operating and maintaining raw and treated water distribution systems.

Techniques, methods, and equipment used in the operation and maintenance of raw and treated water distribution systems.

Water industry standards and water measurement practices.

Principles and practices of effective customer service.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office equipment including use of applicable computer applications.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

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Ability to:

- Organize and direct the work of the operations and maintenance personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and collaboration.
- Operate and use modern office equipment including a computer and applicable software.
- Interpret, explain and enforce State, Federal, District and department policies, procedures, rules and regulations.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work after hours night call on normal workdays, weekends, or holidays to assess emergency situations and dispatch needed personnel.
- Respond to after hours emergency situations.

Responsibility to:

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience involving the operations and maintenance of a water distribution system; including two years of supervisory responsibility.

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Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration or a related field.

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 4 (D4).

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; bend, squat, climb, kneel and twist when performing field duties; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation, pushing and pulling; use telephone; write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.