

RECLAMATION DISTRICT NO. 108

WATERMAN SUPERVISOR Salary Range \$26.13/Hr. to \$32.64/Hr.

DEFINITION

Responsible for the day to day activities, organization and control of the employees and equipment required to complete the tasks assigned to him by the Superintendent. These tasks are associated with the delivery of irrigation water to water users; monitoring and maintaining water delivery systems; respond to and resolve questions and/or concerns of waterman and water users; and perform various skilled and semi-skilled maintenance functions throughout the year. This position is also responsible for ensuring that safety rules and work practices are utilized.

SUPERVISION

Receives immediate supervision from the Superintendent.

ESSENTIAL AND AUXILIARY FUNCTIONS

The Supervisor position(s) encompass the duties of the training and supervising other employees, while working beside those employees to complete the assigned tasks. Supervisors are given the responsibility of training other employees on equipment and processes that they have expertise but are directed to ask for assistance for training tasks that require knowledge beyond their capabilities. Essential and other important responsibilities and duties include, but are no limited to the following:

Essential Functions:

- Perform, as well as train and supervise the employees assigned to him, a variety of skilled and semi-skilled maintenance, preventive maintenance and repair functions, handling and application of weed spraying chemicals, rodent control, welding, carpentry, concrete placement, painting, pump installation and removal, irrigation and drainage structure construction and replacement, and other related work.
- Planning, organizing, and managing conveyance facilities and equipment.
- Operation of the District's SCADA & measurement systems.
- Preparing Annual Water Measurement Report and other special reports.
- Directing and coordinating the water operations department work plan.
- Coordinating and managing water conservation activities.
- Performing field evaluation, inspection, and monitoring to plan major jobs.
- Developing and implementing long-range plans for water operations department.
- Assessing and monitoring work load, internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Training employees on work procedures, standards and safety related programs.
- Scheduling employee work shifts, approving leave requests and time sheets.
- Representing RD 108 with other districts and outside agencies.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Establishing and maintaining cooperative working relationships with co-workers, outside agencies, and the public.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of irrigation water distribution.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Auxiliary Functions:

- Performing special projects as delegated by the Superintendent.
- Representing District water operations and water management policies with the public.
- Coordinating activities and conferring with other District staff.

Knowledge and Understanding of:

- Operations, services and activities of irrigation water distribution systems.
- Principles, practices, equipment, and materials used in water system construction, maintenance and repair.
- Supervisory principles and practices including planning, organizing and assigning work, training and appraising staff and dealing with personnel issues.
- Principles, methods and practices used in communications-control equipment installation, maintenance, and repair.
- District policies, rules, regulations and procedures.
- Pertinent Federal, State and local laws, codes and regulations.
- Database applications related to water operations and SCADA systems.
- Equipment and tools used in maintaining irrigation and drainage facilities and levee berms.
- Irrigation and drainage pumping plants and pumping units.
- Occupational hazards and standard safety practices.

Ability to:

- Communicate clearly and concisely both orally and in writing.
- Establish and maintain close working relationships with fellow workers and other supervisors.
- Learn methods and techniques of general maintenance and repairs related to the assigned work.
- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of water distribution staff.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze complex maintenance and operations problems.
- Effectively represent the District's operations function with the public, other government agencies, contractors, developers and professional consultants.

EXPERIENCE AND TRAINING GUIDELINES

Experience

Six years of experience in performing maintenance work related to irrigation water distribution and drainage facility operations and two years' experience in a supervisory role (One year of supervisory experience may be substituted by college level course work in management or supervision).

Education and Training

Equivalent to completion of High School.

License or Certificate

Possession of a valid Class C California Driver's License required at time of appointment.

WORKING CONDITIONS

Environment

Field environment in all weather conditions; exposure to noise, dust, grease, smoke, fumes, chemicals and poisons, travel by vehicle from site to site; and work around and with heavy construction equipment.

Personal Physical Condition

Essential and auxiliary functions require maintaining physical condition necessary for: standing, walking, bending, kneeling or crouching for prolonged periods of time; working long-hour shifts; performing heavy manual labor; turning valve and gate handles and wheels; lifting 50 pounds or more; and operating a variety of tools and motorized equipment and vehicles.