

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Assistant Maintenance Superintendent Vegetation Control	Reports To:	Maintenance Manager
Salary Range:	<a href="#">B64</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Supervisor</a>
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i>			

### **Definition**

To plan, organize and direct the activities and operations of the vegetation control section within the Maintenance Department and to provide highly responsible technical support to the Maintenance Superintendent.

### **Supervision Received and Exercised**

Receives general direction from the Maintenance Superintendent.

Exercises direct supervision over assigned maintenance personnel.

### **Essential Functions Statements**

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

1. Recommend and implement section goals and objectives; establish performance standards and methods related to a variety of vegetation and pest control activities; develop and implement policies and procedures.
2. Plan, develop and oversee the work of staff involved in the control and management of invasive weeds, vegetation and pests on District lands and open water areas.
3. Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, services, and staff; monitor and control expenditure.
5. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
8. Perform related duties as assigned.

## Qualifications

### Knowledge of:

- Principles and practices of operational characteristics, services and activities of an aquatic and right-of-way vegetation control program.
- Pertinent local, State, Federal rules, regulations and laws.
- Materials, methods, practices and equipment used in a weed control program.
- Modern office procedures, methods and computer equipment including use of applicable computer applications.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of effective customer service.
- Principles and practices of work safety.

### Ability to:

- Organize, implement and direct vegetation control operations/activities.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.

### 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:**

Four years of increasingly responsible experience in water systems construction, maintenance, and repair; including two years of supervisory responsibility.

### **Education:**

Equivalent to a Bachelor's degree with major course work in agricultural science, biological, pest management, or a related field.

### **License and Certificate:**

Possession of a valid California driver's license.

Possession of a Qualified Applicator's Certification from the California Department of Pesticide.

Regulation in Aquatics and Right-of-Way categories.

Possession of an Agricultural Pest Control Adviser License.

## **Working Conditions**

### **Environmental Conditions:**

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

### **Mental Conditions:**

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.