

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Hydroelectric Compliance Administrator	Reports To:	Hydroelectric Manager
Salary Range:	<a href="#">C40</a>	Approved by Board of Directors:	02/28/2018
FLSA Status:	Exempt	Unit:	<a href="#">Unrepresented - Professional</a>
<p><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></p>			

### **Definition**

To plan, organize, direct and supervise Hydroelectric Compliance Division activities associated with Federal, State and Local environmental and electric reliability requirements; administer contracts related to Licenses and Permits; coordinate compliance related studies, investigations, research and data collection; data, documentation, report, records and evidence management; environmental review of hydroelectric construction, maintenance and monitoring projects; stakeholder and regulatory agency interaction; maintains, and other industry related entities as required.

### **Supervision Received and Exercised**

Receives policy direction from the Hydroelectric Manager.

Exercises technical and functional supervision over administrative and technical personnel, consultants, and contractors.

### **Essential Functions Statements**

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

1. Develop and implement compliance program goals, objectives, policies and procedures.
2. Plan, prioritize, assign, supervise and review work of staff assigned to administrative and technical compliance activities.
3. Direct, oversee and participate in the development of the hydroelectric compliance 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 Hydroelectric Compliance Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies, and contracts; 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.
6. Coordinate a variety of Hydroelectric License and Permit requirements; confer with District staff and consultants to coordinate projects and activities; administer contract agreements.

7. Coordinate regulatory events including audits, inspections, and reporting to ensure adherence to Federal, State, and Local standards and guidelines.
8. Provide and coordinate staff training; work with staff to correct deficiencies.
9. Prepare technical and administrative reports, correspondences, and presentations.
10. Research, interpret, and explain Federal, State, and Local regulations; and District policies and procedures.
11. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
12. Interact with the public, regulatory officials, and customers regarding District License and Permits; explain Federal, State, Local regulation and District compliance policies and procedures; prepare statements and consult with legal counsel.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of environmental management and protection.
- Equipment, tools, and instruments used in environmental management and protection.
- Principles and practices of environmental law and policy.
- Pertinent Federal, State, and Local rules, regulations and laws related to District operations and associated environmental review, including the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Principles and practices of technical and functional supervision and training.
- Facilitation and negotiation practices.
- Research methods and procedures.
- Principles and practices of budget monitoring.
- Principles and practices of project management and contract administration.
- Principles and practices of safety management.
- Personal computer use including word processing, spreadsheet, and database applications.

#### **Ability to:**

- Supervise and perform a variety of technical and administrative duties related to District compliance with License and Permit requirements.
- Read, analyze, and interpret Federal, State, and Local laws and regulations, scientific and technical literature, maps, and legal documents.
- Communicate clearly and concisely, both orally and in writing.
- Prepare concise and understandable written reports, studies, and other written materials, including Request for Qualifications and Proposals.
- Coordinate and review the work of consultants preparing complex environmental documents.
- Prepare and present technical reports for regulatory agency and public.

- Operate and use modern office equipment including a computer and applicable software.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Work collaboratively and proactively with staff, regulatory agency staff, interest groups, and the public to accomplish District compliance goals and objectives.

**Responsibility to:**

- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.
- Follow through completion of complicated tasks and focus on completing tasks on deadlines.

**Responsibility to ensure that all personnel under your supervision are:**

- 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 responsible journey experience similar to Hydroelectric Compliance Analyst, Associate Engineer with Nevada Irrigation District, Watershed Coordinator, Program Planner, or similar position.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in natural resources management, environmental management, engineering, land use planning or a related field.

**License and Certificate:**

Possession of a valid California driver's 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 25 pounds or less. Requires working with arc flash protection clothing, masks, and other safety gear. Requires climbing structures and working in confined spaces.

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; handle conflict.