

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Assistant Water Superintendent	Reports To:	Water Superintendent
Salary Range:	B58	Approved by Board of Directors:	07/25/2018
FLSA Status:	Non-exempt	Unit:	Supervisor
<p><i>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.</i></p>			

Definition

To plan, organize and direct activities associated with the delivery of treated and raw water and the operations and maintenance of distribution facilities within the Water Operations Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Water Superintendent.

Supervision Received and Exercised

Receives general direction from the Water Superintendent.

Exercises direct supervision over assigned supervisory and technical 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 for water distribution; develop and implement policies and procedures.
2. Plan, develop and oversee the work of staff involved in water distribution activities.
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 staffing, equipment, materials, and supplies; 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. Monitor, operate, maintain, and troubleshoot water distribution and pump station equipment.
7. Attend and participate in professional outside groups, committees and organizations.
8. Identify, recommend and implement methods to improve service delivery.
9. Stay abreast of new trends and innovations in the field of water distribution facilities.
10. Coordinate water delivery activities with other departments and outside agencies including maintenance issues, encroachment plan checks, and other related projects.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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:

- Operations, services and activities related to raw and treated water distribution systems.
- Methods and techniques of hydrographic data collection.
- Principles and practices of effective customer service.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office 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 work safety.

Ability to:

- Organize, implement and direct water distribution operations/activities.
- Assist in the development and monitoring of an assigned program budget.
- Operate and use modern office equipment including a computer and applicable software.
- Develop and recommend policies and procedures related to assigned operations.
- 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.
- Respond to after hour emergency situations.
- Work after hour night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.

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 involving the operation and maintenance of water distribution systems; including two years of supervisory responsibility.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 4 (D4).

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 generally performed in either a temperature controlled office environment including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

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; bend, squat, climb, kneel, and twist when performing installation/repair of equipment 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 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.