

# NEVADA IRRIGATION DISTRICT

## Job Description



Job Title:	Maintenance Supervisor	Reports To:	Maintenance Superintendent
Salary Range:	<a href="#">B36</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Supervisor</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 a variety of skilled maintenance operations and activities that include construction/pipelines, facilities maintenance, canal maintenance, service maintenance, and recreation facility maintenance; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Supervision Received and Exercised**

Receives general direction from the Maintenance Superintendent or assigned manager.

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 assist in the implementation of goals and objectives; establish schedules and methods for construction/pipelines, facilities maintenance, canal maintenance, service maintenance, and/or recreation maintenance activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in construction/pipelines, facilities maintenance, recreation maintenance, canal maintenance, and service maintenance activities.
3. Evaluate operations and activities of assigned responsibilities; recommend 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, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Supervise activities related to the construction, maintenance, replacement, and repair of pipelines and various water conveyance and distribution systems, buildings, or recreation facilities.
7. Supervise and assist in the repair and upgrading of hydrants and service line construction, extensions, maintenance, replacement, and repair.
8. Supervise and assist in the construction, maintenance, and repair of buildings, recreation facilities or treatment plants, pumping stations, and associated water system facilities.

9. Supervise and assist in canal maintenance and repair activities including clearing and repair of canals, and locating leaks, relining activities, and canal improvement projects.
10. Patrol and monitor recreation facilities; enforce park rules, as required; respond to visitors' questions or concerns.
11. Oversee and participate in janitorial activities related to District recreation facilities.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
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 associated with the construction, maintenance and repair of raw and treated water system delivery and conveyance systems, buildings, and recreation facilities.
- Equipment, tools and materials used in the construction, installation, maintenance, and repair of raw and treated water delivery and conveyance systems, buildings, and recreation facilities.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Pertinent local, State and Federal laws, ordinances and rules.

#### **Ability to:**

- Organize, implement and direct a variety of construction and maintenance operations/activities.
- Interpret and explain pertinent water maintenance and department policies and procedures.
- 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.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.

#### **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 system delivery and conveyance construction, maintenance, and repair; including one year providing technical and functional supervision over assigned personnel.

#### **Education:**

Equivalent to completion of the twelfth grade. An Associate's degree is highly desirable.

#### **License and Certificate:**

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2), depending on assignment.

### **Working Conditions**

#### **Environmental Conditions:**

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions 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; use telephone, write or use a keyboard to communicate through written means; 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.