

Staff Report



TO: Board of Directors

FROM: Naomi Schmitt, Human Resources Manager
Jennifer Hanson, General Manager

DATE: June 22, 2022

SUBJECT: Update Manager Job Titles

HUMAN RESOURCES

RECOMMENDATION:

Provide input on changing job titles of managers.

BACKGROUND:

Comparable agencies typically use the title of Director of "Department Name" for job classifications that serve as department heads. The manager designation is then utilized for mid-level manager positions. Nevada Irrigation District (the District) currently utilizes the manager title for department heads. By changing the job titles of Managers to Directors, it will allow the District to recruit competitively and reduce confusion of comparable salaries with other agencies.

As such, it is recommended that the following positions be updated to modify the job titles from managers to directors.

Current Job Title	Proposed Job Title
Engineering Manager	Director of Engineering
Finance Manager	Director of Finance
Human Resources Manager	Director of Human Resources
Hydroelectric Manager	Director of Hydroelectric
Maintenance Manager	Director of Maintenance
Recreation Manager	Director of Recreation
Water Operations Manager	Director of Water Operations

To implement this change, the salary schedule, many policies and other items will require modification. If approved, the changes will be implemented over time.

Staff recommends this change to aid in future recruitments. The next department head recruitment will be the Finance Manager.

BUDGETARY IMPACT:

Budgetary impacts will be limited to the staff time needed to complete the modification on various documents. It is anticipated that the cost will be nominal and can be absorbed within the current expenditure authorizations in the approved annual budget.

Attachments: (7)

- Updated Job Descriptions
 - Director of Engineering
 - Director of Finance
 - Director of Human Resources
 - Director of Hydroelectric
 - Director of Maintenance
 - Director of Recreation
 - Director of Water Operations

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Engineering	Reports To:	General Manager
Salary Range:	C82	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Engineering Department including the design, construction and inspection of complex projects related District facilities and operations; to serve as the District's Chief Engineer; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

6. Direct, plan, and oversee the design, construction and implementation of complex water, treatment and distribution projects.
7. Secure and manage the services of contractors and consultants in the performance of engineering studies and projects.
8. Direct the development, modification and implementation of District engineering standards.
9. Direct, oversee and participate in long range planning studies, grants and loan applications.
10. Review and approve engineering drawings, specifications and reports on behalf of the District.
11. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
12. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
13. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of engineering including, planning, design, cost estimating, construction, operation and inspection of a wide variety of water treatment and water distribution projects.
- Principles and practices of project and contract management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Plan, direct and control the administration and operations of the Engineering Department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible experience in engineering; including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate:

Possession of a valid California driver's license.

Possession of a current certificate of registration as a Professional Engineer in California.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Finance	Reports To:	General Manager
Salary Range:	C66	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Finance Department including accounting, customer service, agency budget, investments, purchasing, and information technology; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Develop and implement fiscal policies, internal controls and systems relating to budget preparation and administration, accounting, contractual, financial reporting and labor negotiation strategies recommending improvements to ensure the integrity of the District's financial information.

7. Prepare Request for Proposals (RFPs) and specifications for banking, auditing, OPEB, compensation, benefits, and other related services; review proposals for Bonds, certificates of participation, state loans and other long-term funding mechanisms.
8. Coordinate and manage the annual budget process; perform financial modeling and analysis and maintain budget and forecasting models; administer the budget process including revenue, salary and benefits prediction, rate setting methodologies and budget appropriations; communicate the District's actual performance versus budget and objectives to senior management.
9. Manage and oversee the District's external independent audit including work papers, schedule and financial statements preparation and resolution of auditor findings.
10. Ensure compliance with GASB guidelines; Federal, State and local laws, regulations, codes and/or standards and District policies, procedures and rules and regulations; ensure the integrity, accuracy and informational quality of the overall controllership functions.
11. Develop and implement policies and procedures related to the District's purchasing functions; ensure District departments comply with policies and procedures; research and resolve contract and bidder disputes.
12. Negotiate and oversee the monitoring of contracts and agreements with outside service providers and vendors to ensure compliance and cost-effectiveness.
13. Oversee and direct District Information System activities; oversee the development and implementation of long-term information technology requirements.
14. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
15. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
16. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
17. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
18. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of public finance and accounting.
- Principles and practices of agency budget preparation and administration.
- Principles and practices of investments and debt servicing.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.

- Information technology principles, practices, and applications.
- Principles and practices of governmental purchasing and contract administration.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.

Ability to:

- Plan, direct and control the administration and operations of the Finance Department.
- Prepare and oversee District-wide budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Direct the development and implementation of sound procurement and information technology practices.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible experience in public accounting/finance; including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or a related field. MBA highly desirable.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.
Possession of a CPS desirable.

Working Conditions

Environmental Conditions:

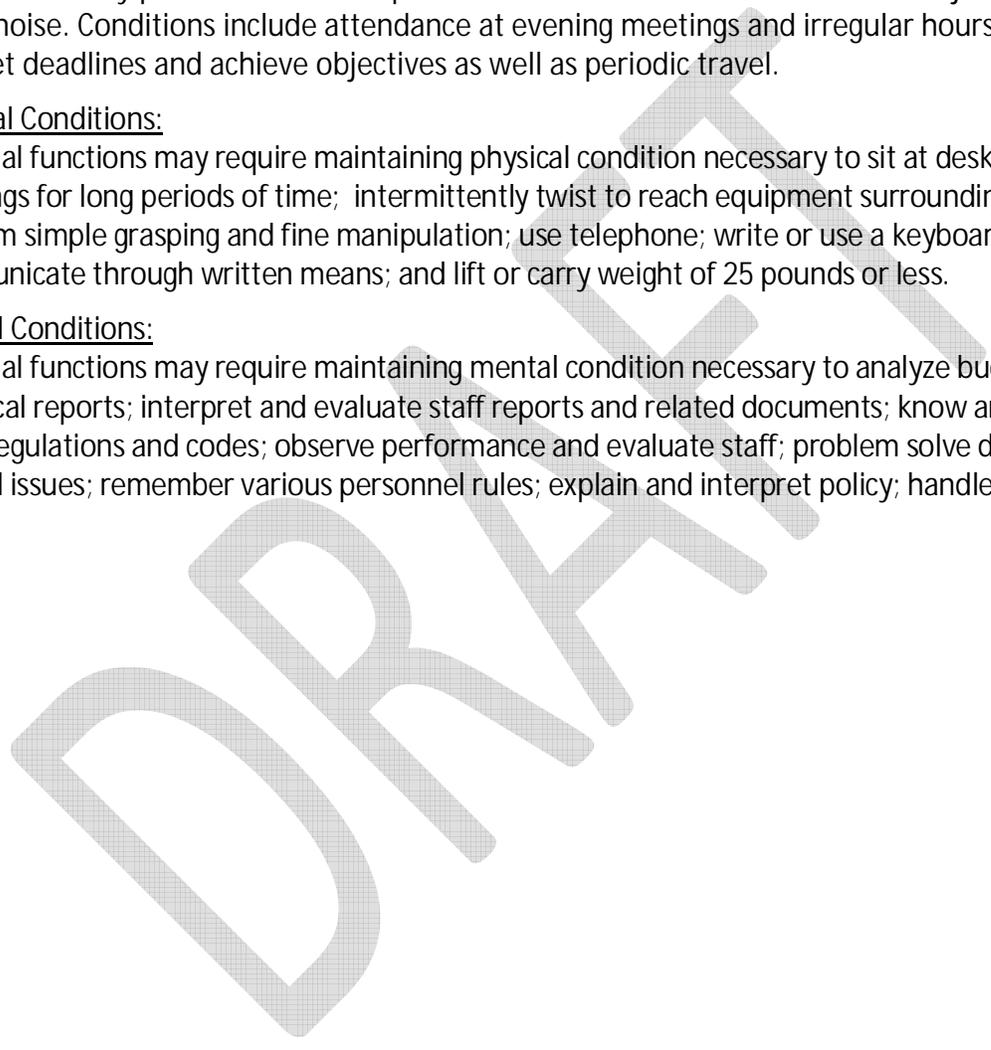
Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.



NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Human Resources	Reports To:	General Manager
Salary Range:	B72	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Human Resources Department including classification and compensation, employee benefit administration, labor and employee relations, and training and employee development; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Direct the District's labor relations program including meet and confer; recommend and secure Board of Directors authorization for negotiating parameters; provide analysis on negotiation issues and make presentations to the Board of Directors; serve on negotiating team; devise negotiation goals and strategies.

7. Coordinate, maintain, and direct the administration of District personnel policies, practices and procedures; advise employees, supervisors and managers in their interpretation; recommend new or revised policies and procedures to department managers, General Manager's Office and employee associations.
8. Coordinate with employee associations, their leadership and business representatives to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.
9. Oversee the equal opportunity and diversity functions of the District, including recruitment outreach, training, State and Federal reporting, referral of complaints for investigation, and consultation with supervisors and managers.
10. Oversee recruiting, testing, selection, classification and compensation activities; review and negotiate changes.
11. Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the General Manager.
12. Direct and coordinate the conduct of studies; collect and evaluate labor market data; analyze internal salary relationships; assign pay ranges.
13. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
14. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
15. Research, prepare and present technical and administrative reports and studies to Board of Directors, commissions and a variety of committees; prepare written correspondence as necessary.
16. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
17. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
18. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training and equal employment opportunity.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Organization and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of effective customer service.
- Principles and practices of organization, administration and personnel management.

- Principles and practices of budget preparation and administration.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Plan, direct and control the administration and operations of the Human Resources Department.
- Prepare and administer department budgets.
- Perform advanced professional level labor relations and employee relations work.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, laws and regulations.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret material of a complex and sensitive nature.
- Work with and control sensitive, confidential information.
- Identify and respond to public and Board of Directors' issues and concerns.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible professional human resources work including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Hydroelectric	Reports To:	General Manager
Salary Range:	C64	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Hydroelectric Department including providing management and oversight responsibilities related to the Pacific Gas and Electric (PG&E) and Nevada Irrigation District Consolidated contracts; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Hydroelectric Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

7. Explain, justify, and support the Hydroelectric Department programs, policies, and activities; negotiate and resolve sensitive and controversial hydroelectric related issues.
8. Research and stay abreast of new trends and innovations in the field of hydroelectric power generation.
9. Prepare, oversee, and administer District contracts relating hydroelectric power.
10. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
11. Build and maintain a working relationship of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
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:

- Principles and practices of a comprehensive hydroelectric generation program.
- Principles and practices of contract management and administration.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the Hydroelectric Department.
- Prepare and oversee complex District contracts.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Operate and use modern office equipment including a computer and applicable software.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, local and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.

- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible professional hydroelectric project management; work including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, public administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Maintenance	Reports To:	General Manager
Salary Range:	C62	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Maintenance Department including purchasing, fleet maintenance, and system maintenance; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Maintenance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Prepare contract documents and specifications; oversee contract work; provide specifications for materials, supplies and equipment and vehicles.
7. Participate in a variety of civil engineering design for maintenance projects including work on canals, pipelines, and hydraulic structures; coordinate project activities with engineering staff and contractors.

8. Establish appropriate services, materials and equipment levels for the purchasing function.
9. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
10. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
11. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
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:

- Principles and practices of water conveyance facilities and systems maintenance and construction methods.
- Principles and practices of hydrology and engineering.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the Maintenance Department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.

- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible experience in utility maintenance and construction; including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Recreation	Reports To:	General Manager
Salary Range:	C21	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Recreation Department including lakes and recreation properties; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Prepare and oversee contracts and leases; resolve lease agreement issues; approve purchases for materials and equipment.
7. Approve projects and manage issues for District lakes; ensure and maintain compliance to lake management plans.
8. Promote and coordinate recreation activities and events in recreation areas.

9. Research trends, demographics, and assess community needs to ensure relevant programming and activities.
10. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
12. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
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 recreation administration.
- Principles and practices of contract development and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the Recreation Department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.

- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible experience in recreation administration; including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreational services, business or public administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Water Operations	Reports To:	General Manager
Salary Range:	C60	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Water Operations Department including water treatment, water distribution and hydroelectric operations; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory and administrative support personnel.

Essential Functions Statements

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

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Water Operations Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Meet with Department management, consulting contractors, and construction contractors to assist with project planning; review and evaluate recommendations and results and resolve project related issues.

7. Research and stay abreast of new trends and innovations in the field of water delivery, water treatment, and power production.
8. Prepare and administer contracts relating to water sales and distribution.
9. Explain, justify, and support the Water Operations Department programs, policies, and activities; negotiate and resolve sensitive and controversial water related issues.
10. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
12. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
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 a comprehensive water treatment and water delivery operation.
- Principles and practices of maintenance requirements of water delivery and hydroelectric production equipment.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the Water Operations department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Operate and use modern office equipment including a computer and applicable software.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, local and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

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:

Seven years of increasingly responsible experience in water treatment, delivery and/or hydroelectric production; including three years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, engineering, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Treatment Operator Certificate, Grade 3 (T3) is highly desirable.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

DRAFT