

**MERCED IRRIGATION DISTRICT  
MANAGER OF WATER OPERATIONS**

FLSA Status – Exempt

**DEFINITION:**

Under general direction, manage all aspects of Water Operations, including staff management, preparation and monitoring of departmental budgets, planning, encroachments and rights-of-way management and management of water quality programs and hydrography functions. Manage the Water Operations sub-departments, including the Shop, Pump and Weed departments. Plan, direct, supervise, and coordinate the operation, maintenance and repair of: 1) all water conveyance facilities, including open channels, pipelines, pump stations, control structures, etc.; 2) District fleet and equipment; and 3) District buildings and other facilities. Provide professional engineering design support and staff guidance and oversight to the Water Resources Engineering Department for select capital projects, private and urban encroachment project. Manage field operations of the Merced Irrigation District Drainage Improvement District No. 1 (MIDDID#1), a special assessment district which allows for the discharge of storm water to the MID conveyance network. Provide professional engineering support to other MID departments. Provide highly responsible and technical assistance to further the districts mission and goals. Represent the District and manage District responsibilities as a part of the Merced County Streams Group. Perform other duties and responsibilities as assigned. Adhere to district safety and regulatory procedures, and acquire and administer all permits required to complete the various operations and maintenance tasks.

**ESSENTIAL FUNCTIONS OF THE POSITIONS:**

- Plan, direct, supervise, coordinate and perform, construction and maintenance of irrigation facilities, buildings, heavy construction equipment and all District vehicles.
- Plan, direct, supervise and coordinate the provision and delivery of irrigation water service.
- Respond to citizen complaints and requests for information, as needed.
- Evaluate the need for and develop plans and schedules for long range capital improvement programs.
- Participate in mid and long range planning, in partnership with the Water Resource Engineering Department, to develop strategies to address improved system efficiencies and conservation.
- Provide guidance regarding the use of materials and processes in new construction and major repairs.
- Represent the District in the community and at professional meetings as required.
- Develop and manage department budgets, including water operations, maintenance and fleet management.
- Make presentations to the MID Board of Directors and other agencies
- Perform professional engineering design support for select projects.
- Manage all aspects of select engineering studies and capital projects, including the preparation and monitoring of feasibility studies, technical studies, project budgets, management of staff, consultants and vendors, acquisition of required permits, contracts and agreements.
- Manage hydrography and SCADA functions of the department, including stream flow measurements, grower delivery flow rate verification and associated data management and analysis.
- Oversee the work order, GIS and financial management systems associated with Water Operations
- Work with developers and growers to ensure impacts to the MID water system are addressed in accordance with Board policy and MID practices.
- Work with District Management to develop strategic plans, policy formulation and execution of said plans and policies.
- Work with a wide variety of stakeholders on a regular basis, from District farmers to local, state and federal agencies.
- Make public presentations to the MID Board of Directors, and local, state and federal agencies as required.

- Represent the District at various water resources agencies and entities (e.g. Regional Water Quality Control Board, East San Joaquin Water Quality Coalition etc.)
- Perform other duties as requested, directed or assigned.

**QUALIFICATIONS:**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

**Education:**

- A Bachelor's Degree from an accredited college or university with major course work in civil engineering, agricultural engineering or a closely related field.

**Experience:**

- Seven (7) years of increasingly responsible experience in the design, maintenance, construction and operation of irrigation system facilities, three (3) years of which shall have been in a management capacity.
- Proven ability to lead a successful team.

**Ability to:**

- Plan, layout, coordinate and control through subordinates the operation, construction and maintenance of irrigation, pumping and drainage systems and facilities.
- Coordinate and cooperate with the Water Resource Engineering Department in the planning and design of irrigation, pumping and drainage facilities.
- Effectively utilize various engineering software programs, spreadsheets, word processing software and other typical office software programs.
- Maintain records, analyze data, and compile comprehensive technical reports and recommendations concerning various aspects of engineering.
- Ensure prompt and proper response to public concerns and complaints.
- Prepare comprehensive and complex technical reports.
- Respond to emergency situations and be on-call as assigned.
- Represent District policies, programs and services effectively with employees, contractors, representatives of other agencies and the public.
- Appreciate political sensitivities and deal tactfully and courteously with the public.
- Solve problems and recommend changes in standards, procedures, and policies to best serve District constituents.
- Work closely with District Management, other department managers, staff, constituents, consultants, contractors, other governmental agency representatives and the general public.
- Ensure compliance with local, state and federal rules, regulations and applicable environmental laws in the safe operation of the irrigation delivery system.
- Communicate effectively both orally and in writing. Work cooperatively with staff, employees, and employee organizations.
- Establish and maintain cooperative relationships with those contacted in the course of work, both internal and external.
- Exercise leadership, authority, and management tactfully and effectively.
- Handle confidential information appropriately.
- Interact effectively with City/s and County governments, serving the District's best interest.
- Negotiate agreements with various entities.
- Operate a vehicle observing legal and defensive driving practices.

- Organize, schedule and coordinate work.
- Select, supervise, train and evaluate staff.
- Understand and carry out oral and written instructions
- Initiate and maintain effective safety practices that relate to the nature of the work.

**Knowledge of:**

- Engineering principles and practices as applied to planning, development, design, construction, operation and maintenance of structural, hydraulic, civil and mechanical systems.
- Methods of interpreting plans, specifications, estimates, reports and recommendations relating to irrigation facilities and civil works.
- Principles of construction of water conveyance facilities.
- Principles and practices of organization, administration, budget and personnel management.
- Use of PC's and all associated software relevant to the execution of responsibilities.
- Project initiation, CEQA requirements, design and construction.
- Subdivision Map Act knowledge is a plus.
- Bid specification principles.
- Bid and contracting processes and applicable laws.
- Research and analysis methodologies.
- Technical report preparation
- Supervisory skills to effectively manage assigned staff.

**Necessary Special Requirements:**

- A valid California registration as a Civil Engineer.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

**ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

**ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.

- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

**TYPICAL PHYSICAL DEMANDS:**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day  
 Hands/Arms: Operates computer for up to eight (8) hours per day  
 Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
 Stooping: Bends body downward and forward by bending at the knees or waist  
 Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
 Hearing: Hears well enough to receive communications in person and by telephone.  
 Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

**SUPERVISION:**

The position receives general supervision from the Deputy General Manager - Water Resources.

SALARY:	\$48.3540 to \$72.5311 per hour – Grade S
DATE OF POSTING:	January 10, 2018
CLOSING DATE OF APPLICATIONS:	Open until filled
LOCATION OF JOB:	744 West 20 <sup>th</sup> Street, Merced, CA 95340
ANTICIPATED DATE OF HIRE:	To be announced
ANTICIPATED INTERVIEW DATE:	To be announced

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**