MERCED IRRIGATION DISTRICT
FACILITIES MANAGER

FLSA Status – Exempt

DEFINITION:

Under general direction, responsible for supervising, planning, and directing the construction and maintenance activities of the irrigation system facilities; provide highly responsible and technical staff assistance; and perform related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Develop and implement goals, objectives, policies and priorities.
- Plan, direct, supervise and coordinate work crews engaged in the construction and maintenance of irrigation system facilities such as canal construction, maintenance and repair, drain construction, maintenance and repair, road construction, maintenance and repair and pipeline construction, maintenance and repair.
- Direct the construction, maintenance and repair of other District facilities.
- Formulate, prepare and recommend for approval policies, procedures, studies and reports.
- Determine adequacy of work being performed.
- Give advice and assistance to supervisors.
- Obtain needed supplies, equipment and materials
- Direct warehouse operations and personnel.
- Prepare and maintain a variety of reports and records, including adequate job-costing reports
- Respond to complaints and questions.
- Prepare and administer a construction and maintenance budget consistent with the goals and priorities established by the District.
- Coordinate construction, maintenance and repair activities with other departments and with other agencies; secure all necessary permits to accomplish assigned tasks and position duties.
- Assist in the selection of new personnel; train, evaluate and discipline personnel.
- Respond to emergency situations and be on-call as assigned.
- 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 typical way of obtaining the knowledge, skills and abilities outlined in this job description would be graduation from an accredited college or university with major course work in civil or agricultural engineering, construction management or a related field.

Experience:

Minimum of ten (10) years of experience in the construction and maintenance of agriculture-related facilities, at least five of which should be at a supervisory level; or

Ability to:

- Plan, coordinate and supervise the work of others.
- Prepare project bid estimates for supplies, equipment, personnel, permitting costs and other costs.
- Assist with the management of construction, maintenance, and repair projects from conception to completion.
- Maintain records and prepare comprehensive reports.

- Assess difficult problems associated with facilities in the field and provide sound recommendations for their resolution.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate clearly and concisely, orally and in writing.
- Make sound decisions based on the proper interpretation of laws, regulations, and policies.
- Plan, organize, schedule and supervise the work of skilled and semi-skilled subordinates.
- Read, understand and interpret plans and specifications developed for various construction, maintenance and repair projects.

Knowledge of:

- Principles and practices used in facilities maintenance and repair.
- Principles and practices used in facilities construction, including earthwork, concrete forming and placement, carpentry, metal fabrication and welding, and electrical systems.
- Principles and practices of field construction and maintenance safety procedures and applicable Cal-OSHA rules, regulations and requirements.
- Appropriate uses of heavy equipment, tools, methods and techniques in accomplishing position duties.

Necessary Special Requirements:

- 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: 50% 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:

- 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 Manager of Water Operations.