MERCED IRRIGATION DISTRICT
HYDRO DEPARTMENT MANAGER

FLSA Status: Exempt

DEFINITION:

Manager will plan, direct, and administer all activities of the Hydroelectric facilities (including Operations, Maintenance, and Capital work) and provide highly technical and responsible staff assistance. The Hydroelectric Department Manager is responsible for ensuring the Project is operated and maintained in compliance with all applicable local, state and federal regulations and laws and applicable agreements.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Supervise, discipline, and evaluate Hydroelectric employees in accordance with established District policies, procedures and bargaining unit memorandum of understanding.
- Initiate planning and development of work to be performed to assure the proper operation and maintenance of the hydroelectric facilities and current industry standards, practices, and technologies.
- Read and interpret plans and specifications, engineering reports, and technical memorandum.
- Supervise the preparation of engineering specifications, plans, and drawings by staff or consultants for new project work, major refurbishment work, and operations and maintenance work.
- Prepare and administer an annual Hydroelectric operations and maintenance budget. Monitor and control department expenditures to stay within the approved budget.
- Prepare and administer annual and long term Capital Project budgets.
- Provide active support of the District's Hydroelectric Project relicensing efforts, as necessary.
- Coordinate the work of outside consultants and contractors as necessary for department planning, operations, maintenance, improvements, and compliance.
- Initiate and administer training programs to insure the ongoing proficiency of department employees.
- Perform inspections, tests, and investigations, both routine and extraordinary as dictated by applicable and current best engineering and operating practices.
- Represent the District in matters before regulatory agencies, in the community, and at professional meetings.
- Ensure compliance with all conditions associated with the FERC license and reporting.
- Sets goals for the continued safe and reliable operation of MID's dams and powerhouses. Highly responsible for implementation of programs and work to achieve these goals.
- Monitors revenue and income from the hydroelectric department facilities. Works to keep abreast of ever-changing industry practices to maximize revenue from hydroelectric facilities.
- Performs role of Chief Dam Safety Engineer for FERC regulated facilities.
- 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:

- Bachelor of Science Degree from an accredited college or university with major course work in engineering or a related field.

Experience:

- Eight (8) years of increasingly responsible engineering or related work experience.

- Five (5) years experience in supervising personnel and electrical system operations.
- A combination of increasingly responsible relevant work experience in a supervisory or management role and training and knowledge may substitute for the educational, certification(s) and/or license preferences at the sole discretion and determination of the District.

Ability to:

- Establish and maintain cooperative relationships with both internal and external contacts.
- Communicate clearly and concisely, both orally and in writing
- Prepare technical reports and supervise the maintenance of appropriate filing and record keeping systems.
- Develop and implement goals, objectives and priorities.
- Effectively prioritize a fluctuating workload.
- Work well under pressure and meet continuous deadlines.
- Ensure compliance of Federal and State regulations regarding employee and public safety with all applicable industrial safety regulations, operating bulletins as well as regulations of other agencies that apply to the MID hydroelectric operations.

Knowledge of:

- Operation of personal computers to generate various spreadsheets, correspondence, reports, CAD-generated drawings, electronic mail, and use of the internet.
- Principles and practices of organization, operation and maintenance of hydroelectric production facilities administration, purchasing, budget, forecasting, and personnel management.
- Workplace safety, compliance and training; familiarity with OSHA regulations, and employee safety requirements.
- Rules, regulatory requirements and processes associated with the Federal Energy Regulatory Commission (FERC), Department of Water Resources/Division of Safety of Dams (DSOD), California Department of Water Resources (DWR), California Department of Fish and Game (DFG), State Water Resources Control Board (SWRCB), State Regional Water Quality Control Board (RWQCB), North American Electric Reliability Corporation (NERC) Federal and State Environmental Protection Agencies, United States Fish and Wildlife, NOAA Fisheries, Endangered Species Act, all pertaining to operations, maintenance and relicensing of hydroelectric facilities.

Necessary Special Requirements:

- A valid registration as an Electrical, Civil, or Mechanical Engineer in the State of California (preferred).
- 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.
- Maintain permanent residence in District provided housing located at the hydroelectric facilities, while employed by the District in the capacity of Hydroelectric Manager.
- 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:

- 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, Energy Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

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.