# MERCED IRRIGATION DISTRICT
# MANAGER OF WATER OPERATIONS

FLSA Status – Exempt

**DEFINITION:**

Under general direction of the Deputy General Manager, Water Resources, manage all aspects of water operations, including staff management, preparation and monitoring of departmental budgets and water operations planning. Water operations include hydrology forecasting, New Exchequer Reservoir water operations and water right compliance operations, as well as irrigation and storm drainage conveyance system operations and facilities maintenance.

**ESSENTIAL FUNCTIONS OF THE POSITIONS:**

- Ensure all MID water operations are in compliance with existing water rights, regulatory requirements and other District commitments and agreements, including water transfer agreements.
- Manage and oversee all water resources operations, including water supply forecasting, reservoir water supply and flood control, irrigation and storm drain operations.
- Manage District development of hydrology and hydraulic numerical models for reservoir operations, downstream flow regulation, scheduling, planning and forecasting.
- Coordinate and report reservoir releases within the District and with local, state and federal agencies.
- Oversee surface and groundwater irrigation facilities maintenance and fleet departments in accordance with District policies and procedures.
- Coordinate water operations with the hydroelectric and parks department to optimize District resources.
- Prepare reports related to water diversions, consumption and compliance with established licenses, water rights and water law.
- Coordinate with local interests regarding Flood-Mar operations to maximize MID's water supply.
- Manage the continuing development of the water resources components of the District's Enterprise Data Management System (EDMS), including an integration of the water delivery database, the Supervisory Control and Data Acquisition (SCADA) System, the Geographical Information System (GIS) and the time series water records database, as well as other related custom databases for purposes of water operations.
- Manage the development and monitoring of department budgets, including water rights and regulatory functions, irrigation operations, facilities maintenance and fleet – all in accordance with the goals and priorities established by the District.
- Manage the compilation and oversee accuracy and quality of water records.
- 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.
- Manage and oversee hydrography and SCADA functions of the department, including stream flow measurements, grower delivery flow rate verification and associated data management and analysis.
- Recruit, train, evaluate and discipline, when appropriate, a diverse group of field and office personnel.
- Participate in the development of both short and long range goals, strategic plans and objectives regarding water supply, water rights, water conservation, water sales and transfers.
- Make public presentations to the MID Board of Directors, at public outreach meetings and at local, state and federal agencies as required.
- Respond to citizen complaints and requests for information, as needed.
- Meet with irrigation and water customers and the public in general, as necessary, to represent the District's activities.
- 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's Degree from an accredited college or university with major course work in areas such as civil engineering, water resources or a related field with emphasis in hydrology and hydraulics is preferred.

**Experience:**
A minimum of ten (10) years, or five( 5) years if candidate possesses a California professional engineering license, with increasingly responsible experience in water operations, including reservoir operations, irrigation water conveyance, facilities maintenance, data management systems and staff management.

**Ability to:**

- Assess difficult problems associated with operations in the field and provide sound recommendations for their resolution.
- Respond to emergency situations and be on-call as assigned.
- Select, supervise, train and evaluate staff.
- Solve problems and recommend changes in standards, procedures, and policies to best serve District constituents.
- Maintain records, analyze data, compile and prepare comprehensive technical reports and recommendations concerning various aspects of water resources management.
- Prepare and present oral and written reports of a complex nature
- Read, understand and interpret plans and specifications developed for various construction, maintenance and repair projects.
- Ensure prompt and proper response to public concerns and complaints.
- Appreciate political sensitivities and deal tactfully and courteously with the public.
- Must have the ability to work closely with and represent District policies, programs and services effectively with District Management, MID staff, constituents, consultants, contractors, other governmental agency representatives, customers and the general public.
- Effectively utilize various engineering software programs, spreadsheets, word processing software and other typical office software programs.
- Operate a vehicle observing legal and defensive driving practices.
- Exercise leadership, authority, and management tactfully and effectively.
- Handle confidential information appropriately.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Make sound decisions based on the proper interpretation of laws, regulations, and policies.
- Organize, prioritize schedule and coordinate work.

**Knowledge of:**
- Knowledge of the overall components of reservoir and water operations
- Hydrology and hydraulic concepts for gravity and pressurized water conveyance and distribution systems
- Purpose of conjunctive use of surface and groundwater and related operational concepts
- Operation of groundwater wells
- ACOE HMS programs

- Irrigation district policies and procedures related to water distribution, water quality, laws affecting water distribution and use in California
- Principles, practices and theories of water conveyance systems operations
- Pertinent federal, state and local laws and regulations
- Maintenance requirements of canals, laterals, drains and creeks, groundwater wells, headgates, pumps and motors, and pipelines
- Effective leadership and management principles and practices
- Principles and practices of organization, administration, budget and personnel management
- Project management
- Supervisory skills to effectively manage assigned staff

**Necessary Special Requirements:**

- Registration as a professional engineer in the state of California is 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
- 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.
- Use of office equipment such as computer, copiers, scanners, and fax machines.

- Capable of negotiating stairways and uneven ground from time to time.

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| 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 DGM - Water Resources.

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

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Employee Signature/Date

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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.**