

**MERCED IRRIGATION DISTRICT  
WATER OPERATIONS SUPERINTENDENT**

FLSA Status – Exempt

**DEFINITION:**

Under general direction, responsible for the operation, maintenance and administration of the District's irrigation and storm run-off operations; plan, direct, supervise and coordinate the proper and adequate conveyance and delivery of irrigation and storm run-off water and other related work as required.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Direct and supervise the conveyance and delivery operations of district and sphere-of-influence irrigation water via a complex system of man-made and natural waterways through the activities of field personnel.
- Oversee the development and maintenance of a schedule of water orders to ensure proper and timely delivery.
- Direct and supervise the operation, maintenance, and repairs of District water distribution facilities including production wells and other related facilities.
- Supervise the calculation and recording of water deliveries and system losses through various flow measurement techniques and devices.
- Recruit, train, evaluate and discipline, when appropriate, a diverse group of field and office personnel.
- Prepare and administer department budget estimates and oversee the appropriate application of department budget expenditures consistent with the goals and priorities established by the District.
- Direct and supervise the conveyance and delivery of storm runoff water within District facilities.
- Adhere to District safety and regulatory procedures.
- Provide information for crop surveys.
- Coordinate water conveyance and delivery operations with District engineering functions when appropriate.
- Prepare reports and correspondence of a complex nature.
- Assist in the preparation of various contracts.
- Prioritize maintenance and capitol construction work, assign and manage construction crews in performing maintenance on facilities and project construction
- 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. A typical way of obtaining the knowledge, skills and abilities outlined in this job description would be:

**Education:**

- Graduation from an accredited college or university with major course work in agricultural or civil engineering or a related field.

**Experience:**

- At least ten (10) years of responsible experience in the operation, engineering and/or management of agricultural water supply or irrigation systems.

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### **Ability to:**

- Plan, coordinate, supervise and control through subordinates the operation, maintenance and repair of water conveyance, pumping and drainage systems and facilities.
- Ability to understand regulatory and water right documents
- Maintain detailed records and prepare comprehensive reports.
- Assess difficult problems associated with operations 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.
- Develop and administer department budget estimates and oversee the appropriate application of department budget expenditures consistent with the goals and priorities established by the District.
- Read, understand and interpret plans and specifications developed for various construction, maintenance and repair projects.
- Perform precise water flow measurements.

### **Knowledge of:**

- Principles, practices and theories of water conveyance systems operations.
- Engineering principles as it relates to water conveyance and hydraulics
- Mechanical systems applicable to irrigation water flow distribution and diversion.
- Principles of design, construction, and maintenance requirements of canals, ditches, headgates, pumps and motors, and pipelines.
- Principles and practices of organization, administration, budget and personnel management.
- Use of PCs and all associated software relevant to the execution of responsibilities.

### **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 and in the field.

The physical and mental 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:

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### **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.

**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