

**EL DORADO IRRIGATION DISTRICT**  
**Classification Specification**

**CLASS TITLE: Hydroelectric Manager**

**DEFINITION**

Under administrative direction from the Director of Operations plans, organizes, directs and coordinates the activities of the Hydroelectric Division within the Operations Department including maintenance and operation of the District's hydroelectric plant and related water storage and conveyance facilities, as well as District-wide electrical and instrumentation, radio communication, and Supervisory Control and Data Acquisition (SCADA) support services; coordinates operation, maintenance and regulatory activities with other divisions and departments; and provides highly complex staff assistance to the Director of Operations.

**DISTINGUISHING CHARACTERISTICS**

The Manager level recognizes positions that provide full line and functional management responsibility for a division, as identified by the District, within a department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Operations. Responsibilities include supervisory authority over supervisory, professional, technical and support positions.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops and implements divisional goals, objectives, policies and procedures; assists Department Director with department-wide goals and objectives.

Plans, organizes and directs hydroelectric plant operations and maintenance activities including the District's canal and irrigation ditch systems, the maintenance and monitoring of District reservoirs, as well as ensuring compliance with regulations and FERC license requirements.

Manages District-wide electrical and instrumentation, radio communication, and Supervisory Control and Data Acquisition (SCADA) support services for hydro, drinking water, wastewater, recycled water, recreation, and general District services.

Directs, oversees and participates in the development of the Hydroelectric Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Hydroelectric Division budget; implements division budget; forecasts additional funds needed for staffing, equipment, materials and supplies to support division; administers division budget.

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required;

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maintains discipline and high standards necessary for the efficient and professional operation of the division.

Monitors Federal Energy Regulatory Commission (FERC) hydroelectric license requirements; reports any license deviations; interacts and reports operational issues to FERC. Manages the implementation and review of Emergency Action Plans for all hydroelectric facilities as required by FERC and the State Department of Safety of Dams.

Interacts with a variety of local, regional, State and Federal agencies regarding the operations of the District's hydroelectric plant and related facilities.

Meets with the District's irrigation customers to discuss and resolve irrigation water delivery issues and concerns.

Recommends alterations to hydroelectric facilities, canal and ditch systems and assists in the planning and implementation of new systems and the overhaul of existing facilities.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports; prepares written correspondence.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of modern hydroelectric plant operational and maintenance procedures including water conveyance systems, canals, flumes, tunnels and lakes. Working knowledge of professional and technical standards, and applicable safety standards related to arc flash modeling, SCADA and radio design and operation, and electrical and instrumentation maintenance scheduling and planning. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Construction and design standards. Modern office procedures and computer equipment. Principles and practices of leadership, motivation, team building and conflict resolution. Principles and practices of organizational analysis and management. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management.

### Skill/Ability to:

Organize and direct the Hydroelectric operations. Read and understand and construction drawings and specifications. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through

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discussion and persuasion. Interpret and apply local, State Federal, District and department laws, regulations, policies, procedures, and rules. Work effectively with a variety of internal and external customers to accomplish goals and objectives. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

### Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Five years of increasingly responsible experience involving the operations and maintenance of a hydroelectric plant and related water storage and conveyance facilities; including three years of supervisory responsibility.


### Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, hydrology, resource management, or a related field.

## SPECIAL QUALIFICATIONS

### License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

  
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Director of Human Resources

August 17, 2022

Date

Established: 08/18/2009

Revised: 05/26/2010, 08/17/2022

FLSA: Exempt

Unit: Safety