

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Hydro Operations and Maintenance Supervisor**

**DEFINITION**

Under general direction plans, organizes, directs and supervises the operations, maintenance and construction activities associated with the District's water conveyance system used for hydroelectric plant operations and irrigation and water delivery within the Operations Department; and performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section, as identified by the District, including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Hydroelectric Manager. Exercises direct supervision over assigned maintenance personnel.

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

Develops and implements goals and objectives related to assigned section; establishes schedules and methods for maintaining and operating the District's water conveyance, water storage and irrigation water system, ensuring compliance with local, State and Federal regulations including FERC license requirements.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance, operation and construction of dams, control works, spillways, canal structures, tunnels, pipelines, irrigation ditches, and related facilities.

Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Assists Division Manager and/or Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Recommends to Division Manager and/or Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Supervises and participates in day to day water storage and conveyance system work activities and operations including those during severe weather events and under extraordinary physical conditions.

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Assists with the planning and implementation of capital and maintenance activities; assists with the preparation of technical specifications for contracts.

Monitors and operates canal SCADA system to ensure compliance with FERC license operation requirements for the District's water conveyance and reservoir systems; responds to emergency situations.

Assists with supporting a preventive maintenance program to ensure efficient and reliable operations; directs the operations and maintenance of the District's canal system and water conveyance system including lakes, dams, tunnels, gaging stations, stream flows, diversion facilities, fish screening facilities and fish ladder, spillways, spillway channels, road, bridges, wildlife fencing, penstock and building maintenance.

Maintains records and prepares reports of work performed, time spent, and materials and equipment used.

Oversees and monitors work of contractors performing work on water storage and conveyance facilities.

Assists in maintaining drawings, standard operating and maintenance procedures, and technical records.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

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 associated with the operations, construction and maintenance of water storage and conveyance systems and related facilities. Equipment, tools and materials used in operation, construction and maintenance of water storage and water conveyance systems. Construction management practices. SCADA alarm operation systems. Principles and practices of supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

#### Skill/Ability to:

Organize, implement and direct water storage and conveyance construction, maintenance and operation activities. Interpret and explain pertinent local, State, Federal, District and department laws, regulations, policies and procedures. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned operations.

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Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees. Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and/or 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:

Four years of increasingly responsible experience in the operations, maintenance and construction of water system storage and conveyance systems and related facilities; including two years providing technical and functional supervision over assigned personnel.

Education:

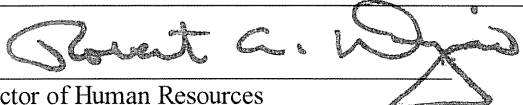
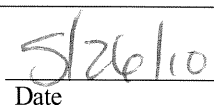
Equivalent to the completion of the twelfth grade.

**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.

Possession of, or ability to obtain, a valid Class A California driver's license.

 Director of Human Resources	 Date
Established: 08/18/2009 Revised: 05/26/2010 FLSA: Exempt Unit: Safety	