

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Hydroelectric Compliance Technician I/II	Reports To:	Hydroelectric Compliance Administrator
Salary Range:	B09 / B25	Approved by Board of Directors:	02/28/2018
FLSA Status:	Non-Exempt	Unit:	Office
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

To perform a wide variety of highly responsible technical office and field duties related to District environmental, dam safety, and electric reliability compliance programs and licenses; to assist with data management including the collection, compiling, organization, and storage of compliance data and documents; to support the preparation of regulatory inspections, audits, documents and reports; to support contracting of construction, maintenance, and monitoring projects related to Department compliance; to assist in the coordination of Local, State, and Federal regulations and requirements with staff, consultants and contractors.

Distinguishing Characteristics

Hydroelectric Compliance Technician I: This is the entry level class in the Hydroelectric Program Technician series. Positions in this class typically have little or no directly related work experience. The Hydroelectric Program Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Hydroelectric Compliance Technician II: This is the journey level class in the Hydroelectric Program Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Supervision Received and Exercised

Hydroelectric Compliance Technician I

Receives immediately supervision from the Hydroelectric Compliance Administrator. Receives technical and functional supervision from the Hydroelectric Compliance Analyst.

Hydroelectric Compliance Technician II

Receives general supervision from the Hydroelectric Compliance Administrator. Receives technical and functional supervision from the Hydroelectric Compliance Analyst.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Under general supervision perform a variety of technical duties involved in the Department's regulatory compliance efforts to comply with Federal and State regulatory requirements, regulations, standards, permits, licenses and guidelines governing the Department.

2. Assist with the development, implementation, monitoring, training, inspection, and audit activities of Department compliance programs.
3. Collaborate with District departments, personnel, consultants and contractors in efforts to comply with Federal and State regulatory requirements, regulations, standards, permits, licenses and guidelines.
4. Assist in the development of request for proposals for professional consulting and contractor services; proposal evaluation, selection and awarding; and monitoring of adherence to contracted tasks, standards, schedule and budget.
5. Maintain accurate notes, reports, records, photographs, and drawings; compile, organize and maintain information databases associated with Department regulatory compliance efforts.
6. Assist in a variety of technical and administrative data collection, correspondence and report preparation and submission for compliance with regulatory requirements, regulations, standards, permits, licenses and guidelines.
7. Research, investigate, and participate in development of solutions to complex compliance challenges.
8. Builds and maintain positive working relationships with co-workers, agencies, consultants, contractors and the public.
9. Performs related duties as assigned.

Qualifications

Knowledge of:

- FERC, NERC, and WECC.
- Pertinent local, State and Federal rules, regulations and laws related to District operations including California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Reliability Standards and pertinent regulations related to operations, maintenance and critical infrastructure protection standards.
- Cyber security and information protection.
- Compliance reporting methods, techniques, forms and reports used by pertinent regulatory agencies.
- Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research.
- Basic scientific research and statistical methods.
- Principles and procedures used in collecting and identifying samples for laboratory analysis.
- Personal computer use including word processing, spreadsheet, and database applications.

Ability to:

- Learn and use existing and new equipment including software including Microsoft Office Word, Excel, Access and PowerPoint; Adobe; ArcGIS.
- Manage large quantities of data and documentation in an organized fashion.
- Read, understand and communicate effectively (both orally and in writing) complex

and/or technical data in the form of analytical reports and/or presentations with a varying audience.

- Work independently, prioritize work, coordinate activities, and meet critical deadlines; identify and effectively handle multiple activities necessary to perform job assignments.
- Maintain exceptional attention to detail.
- Learn on the job and identify growth areas without direction.
- Promote and foster a culture of compliance.
- Develop and maintain good working relationships with co-workers, agencies, consultants, contractors and the public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which include walking, standing, climbing hills/rough terrain, for extended periods of time.

Experience and Education Guidelines

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

Experience:

One year of technical experience related to hydroelectric compliance is desirable.

Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in environmental science, land use planning, engineering or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is performed in both a temperature controlled office environment subject to typical office noise as well as in various rural outdoor locations with exposure to traffic, rugged outdoor terrain and weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Requires working with arc flash protection clothing, masks, and other safety gear. Requires climbing structures and working in confined spaces. Some duties require field work in an outdoor environment subject to outdoor conditions including travel across rugged uneven surfaces and weather including extreme heat, cold and wet conditions.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.