

Staff Report

for the Regular Meeting of the Board of Directors on January 13, 2016

TO: Board of Directors
FROM: Karen Fassler, Human Resources Manager
DATE: January 5, 2016
SUBJECT: Exempt Employee Reclassifications

ADMINISTRATION

RECOMMENDATION:

Approve reclassification of certain exempt Superintendent positions and their related job specifications and compensation; adopt the amended and proposed job specifications; and approve the compensation for these job classifications, as recommended by the Administrative Practices Committee.

BACKGROUND:

As outlined in Article XVI of the current MOU the Labor Management Committee convened over the course of the 2015 calendar year to meet and discuss potential classification adjustments for exempt employees identified in Article X.

WATER OPERATIONS DEPARTMENT

The Operations Department completed a re-organization in concert with the Hydroelectric and Maintenance Departments in 2014. Over last few years duties, responsibilities, and certification requirements of the Superintendent classifications have shifted based on the needs of the District. Given these changes there is a need to realign certain positions organizationally and as such compensate the positions for the additional education, certification and responsibilities that have been assigned.

Treated Water Superintendent

The Treated Water Superintendent job description has been modified and the requirements have been raised as depicted in the chart below (job specification attached).

Previous Requirements	New Requirements
Experience	
Four years with 1 year of supervisory	Five years with 2 years of supervisory
Education	
Completion of twelfth grade with some college level course work	Equivalent to a Bachelor's degree
Certification	
Ability to obtain Water Treatment Operator Grade 4	Possession of Water Treatment Operator Grade 5
Ability to obtain Grade 1 Water Quality Analyst	Possession of Water Quality Analyst Grade 1
	Possession of Water Distribution Operator Grade 2

Water Superintendent

As part of the re-organization the Water Superintendent Position was reviewed and modified based on district need (job specification attached). The table below demonstrates the changes made:

Previous Requirements	New Requirements
Experience	
Four years with 1 year of supervisory	Five years with 2 years supervisory
Education	
Completion of twelfth grade with some college level course work	Equivalent to an Associate's degree
Certification	
Possession of Water Distribution Operator Grade 3	Possession of Water Distribution Operator Grade 4

In addition to the changes listed above, additional responsibilities came with the re-classification. These additional responsibilities included oversight of the District's 250 pressure reducing stations, along with oversight of the District's 20 water distribution pumping stations. The increased responsibility includes oversight, maintenance, and budgeting.

Electrical Systems Superintendent

Lastly the Electrical Systems Technician job description and duties were modified in association with the re-organization (job specification attached).

Previous Requirements	New Requirements
Experience	
Three years with 1 supervisory	Five years with 2 years supervisory

Although there have been modifications in the required experience, the largest changes for the Electrical Systems Superintendent position come in the form of increased responsibilities. The Electrical Systems Superintendent is now responsible for the budget and tracking of the electrical needs for the entire water Division. This position is also responsible for heavy electrical, commercial electrical, and technical electrical duties for the entire water division of the District. In a brief review of neighboring agencies, each one of these are tasks are handled by multiple sections with individualized staff. Based on internal alignment, assigned responsibility, and required education and certification, the recommended salary for each position is as recommended below:

Title	Current Range (hourly)	Proposed Range(hourly)
Treated Water Superintendent	C02 (\$48.32)	C10 (\$50.30)
Water Superintendent	B85 (\$44.60)	C02 (\$48.32)
Electrical System Superintendent	B85 (\$44.60)	B92 (\$46.21)

HYDROELECTRIC DEPARTMENT

Following the end of the PG&E Partnership Agreement and addition of the Lower Division hydroelectric plants the Hydroelectric Department must reorganize to more efficiently respond to the new work requirements. The new organizational structure includes the separation of the previously filled Hydroelectric Maintenance and Operations Superintendent position into two new job specifications; Hydroelectric Generation Superintendent, and Hydroelectric Maintenance Superintendent. New job specifications have been created utilizing the existing Generation Supervisor and Maintenance Supervisor job specifications as a starting point. Key changes between the existing Supervisor and proposed Superintendent positions include:

- A higher degree of responsibility for coordination of Hydroelectric Department activities
- Less supervision by the Hydroelectric Manager and direct supervision of additional personnel
- More responsibility in guiding the direction of the Department as demonstrated by the development of divisional goals, objectives, policies and procedures.
- Increased responsibility for development and oversight of the Department budget
- The added requirements to oversee the administration of a variety of contracts as well as research and prepare technical and administrative reports and written correspondence
- Additional responsibility in dealing with the public or agencies external to the District

The revised positions also require supplemental skills, qualifications, knowledge, experience and education. The tables below demonstrate the changes made:

Hydroelectric Maintenance Supervisor to Hydroelectric Maintenance Superintendent

Previous Requirements	New Requirements
Experience	
Three years with 1 year of supervisory	Five years with 2 years of supervisory
Education	
Completion of twelfth grade with supplemental mechanical coursework	Equivalent to an Associate's degree with major course work in business administration, public administration, engineering, environmental studies or a related field
Certification	
Possession of a valid California Class A driver's license	Possession of a valid California driver's license

Hydroelectric Generation Supervisor to Hydroelectric Generation Superintendent

Previous Requirements	New Requirements
Experience	
Three years with 1 year of supervisory	Five years with 2 years of supervisory
Education	
Completion of twelfth grade supplemented by specialized coursework and/or training in hydroelectric operations	Equivalent to an Associate's degree with major course work in business administration, public administration, engineering, environmental studies or a related field
Certification	
Possession of a valid California driver's license	Possession of a valid California driver's license

Based on internal alignment, assigned responsibility, and required education and certification, the recommended salary for each position is as recommended below:

Title	Current Range (hourly)	Proposed Range(hourly)
Hydroelectric Maintenance Supervisor to Hydroelectric Maintenance Superintendent	C16 (\$51.83)	C40 (\$58.41)
Hydroelectric Generation Supervisor to Hydroelectric Generation Superintendent	C16 (\$51.83)	C40 (\$58.41)

BUDGETARY IMPACT:

The cumulative changes identified for the Operations Department result in an annual increased cost of \$15,204.80 in 2016. At this time the Hydroelectric Department plans to convert the Hydroelectric Generation Supervisor and Maintenance Supervisor FTEs to the Hydroelectric Generation Superintendent and the Hydroelectric Maintenance Superintendent. These changes will result in an increased cost to the Hydroelectric Department of \$27,372.80 in 2016.

Attachments:

- Amended Job Specification – Treated Water Superintendent
- Amended Job Specification – Water Superintendent
- Amended Job Specification – Electrical Systems Superintendent
- Proposed Job Specification – Hydroelectric Generation Superintendent
- Proposed Job Specification – Hydroelectric Maintenance Superintendent
- Current and proposed Organizational Charts for the Water Operations Dept.
- Current and proposed Organizational Charts for the Hydroelectric Dept.

NEVADA IRRIGATION DISTRICT

TREATED WATER SUPERINTENDENT Range C10 – BOD XX/XX/XXXX

*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.*

DEFINITION

To plan, organize, direct and coordinate the activities of the Treated Water and Electrical Division within the Water Operations Department including the operation and maintenance of water treatment facilities and electrical activities; to coordinate water treatment activities with other divisions and departments; and to provide highly complex staff assistance to the Water Operations Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Water Operations Manager.

Exercises direct supervision over assigned supervisory and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, organize and direct the operation and maintenance of water treatment facilities and portions of the District's water distribution system including assigning daily work schedules and coordinating maintenance and repair activities.
3. Direct, oversee and participate in the development of the Treated Water and Electrical Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Treated Water and Electrical Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

NEVADA IRRIGATION DISTRICT

Treated Water Superintendent

Essential Functions: *(Continued)*

6. Direct the District water quality monitoring programs and water testing laboratory; monitor and interpret laboratory and operational data, including collecting samples, interpreting results, and notifying affected parties or agencies.
7. Collect data and records for special reports on water production, chemical usage and other related water treatment and distribution related issues.
8. Provide technical operational information to District departments and outside consultants and contractors to design, develop, maintain, and operate water treatment facilities.
9. Read, understand, implement, and adhere to all related water treatment facilities laws, rules, and regulations.
10. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with operating and maintaining water treatment and distribution facilities.

Techniques, methods, and equipment used in the operation and maintenance of treated water and distribution facilities.

Principles in complex chemical, biological, and mathematical equations.

Principles and practices of effective customer service.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office equipment including use of applicable computer applications.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

NEVADA IRRIGATION DISTRICT

Treated Water Superintendent

Ability to:

Organize and direct the treated water operations and maintenance personnel.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Gain cooperation through discussion and collaboration.
Operate and use modern office equipment including a computer and applicable software.
Interpret and apply State, Federal, District and department policies, procedures, rules and regulations.
Supervise, train, motivate, coach and evaluate assigned staff.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Work after hour night call on normal workdays, weekends and holidays to assess emergency situations and dispatch needed personnel.
Respond to after hours emergency situations.

Responsibility to:

Report any safety risks or hazards to management personnel.
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.
Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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:

Five years of increasingly responsible experience in the operation of a state-of-the-art water treatment facility comparable to that of NID; including two years of supervisory responsibility.

NEVADA IRRIGATION DISTRICT

Treated Water Superintendent

Education:

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

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 5 (T5).

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

Possession of a valid Grade 1 Water Quality Analyst certificate issued by the American Water Works Association.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

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 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

WATER SUPERINTENDENT Range C02 – BOD XX/XX/XXXX

*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.*

DEFINITION

To plan, organize, direct and coordinate the activities of the Raw and Treated Water Distribution Division within the Water Operations Department including the operation and maintenance of raw and treated water distribution facilities; to respond and resolve the more complex customer concerns and issues; to coordinate water distribution maintenance and operational activities with other divisions and departments; and to provide highly complex staff assistance to the Water Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Water Operations Manager.

Exercises direct supervision over assigned supervisory and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, organize and direct the operation and maintenance of raw and treated water distribution activities including assigning daily work schedules and coordinating maintenance and repair activities.
3. Direct, oversee and participate in the development of the Raw and Treated Water Distribution Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Raw and Treated Water Distribution Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

NEVADA IRRIGATION DISTRICT

Water Superintendent

Essential Functions: *(Continued)*

6. Coordinate with District staff and oversee the regulation and release of water flows in District reservoirs, conduits, and canals.
7. Monitor, operate, and troubleshoot operational and maintenance activities associated with raw and treated water distribution systems including pump stations, pressure regulation stations, and water storage facilities; review water flow data, work orders, and reports.
8. Provide technical operational information to District departments and outside consultants and contractors to design, develop, maintain, and operate the raw water and treated water distribution systems.
9. Oversee the collection of technical and operational data related to the District's raw and treated water systems.
10. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with operating and maintaining raw and treated water distribution systems.

Techniques, methods, and equipment used in the operation and maintenance of raw and treated water distribution systems.

Water industry standards and water measurement practices.

Principles and practices of effective customer service.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office equipment including use of applicable computer applications.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

NEVADA IRRIGATION DISTRICT

Water Superintendent

Ability to:

Organize and direct the work of the operations and maintenance personnel.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and collaboration.

Operate and use modern office equipment including a computer and applicable software.

Interpret, explain and enforce State, Federal, District and department policies, procedures, rules and regulations.

Supervise, train, motivate, coach and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work after hours night call on normal workdays, weekends, or holidays to assess emergency situations and dispatch needed personnel.

Respond to after hours emergency situations.

Responsibility to:

Report any safety risks or hazards to management personnel.

Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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:

Five years of increasingly responsible experience involving the operations and maintenance of a water distribution system; including two years of supervisory responsibility.

NEVADA IRRIGATION DISTRICT

Water Superintendent

Education:

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

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 4 (D4).

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; bend, squat, climb, kneel and twist when performing field duties; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation, pushing and pulling; use telephone; write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

NEVADA IRRIGATION DISTRICT

Electrical Systems Supervisor

NEVADA IRRIGATION DISTRICT

ELECTRICAL SYSTEMS SUPERINTENDENT

Range B92 - BOD XX/XX/XXXX

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.

DEFINITION

To plan, organize, direct and coordinate electrical, electronic, mechanical, and instrumentation installation, troubleshooting and repair activities throughout the District; and to coordinate electrical maintenance and design activities with other divisions and departments; and to provide highly complex staff assistance to the Water Operations Manager..

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Operations Manager.

Exercises direct supervision over assigned technical personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develop and implement divisional goals and objectives; establish schedules and methods for installing, maintaining, calibrating, troubleshooting and repairing electrical, electronic, mechanical, and instrumentation systems within the water treatment, and raw water distribution facilities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the installation, maintenance and repair of a wide variety of electrical, electronic, mechanical, and instrumentation systems.
3. Direct, oversee and participate in the development of the Electrical Divisions work plan; assign work activities projects and programs; monitor workflow; review and evaluate work products, methods, and procedures..
4. Participate in the development of the Electrical Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies, administer the approved budget

NEVADA IRRIGATION DISTRICT

Electrical Systems Supervisor

5. Recommend the appointment of personnel, provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Essential Functions: *(Continued)*

6. Design maintain and modify District SCADA systems
7. Review plans, specifications and various electrical and instrumentation prints for accuracy and applicability to District projects in the design and engineering phase.
8. Order materials, parts, equipment and supplies for electrical, electronic, mechanical, and instrumentation repairs and upgrades.
9. Plan, monitor and implement the preventative maintenance plan for electrical, electronic, mechanical, and instrumentation systems associated with the District's water treatment, distribution facilities.
10. Maintain a variety of records and reports pertaining to the repair and maintenance of electrical, electronic, mechanical, and instrumentation systems.
11. Work with District and consulting engineers in specifying and selecting equipment for District facilities.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of installing, troubleshooting and repairing electrical, electronic, mechanical, and instrumentation systems.
- Equipment, tools and materials used in the installation, troubleshooting and repair of electrical, electronic, mechanical, and instrumentation systems.
- Advanced electrical, electronic and instrumentation theory.
- Principles and practices of supervision, training and personnel management
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Principles and practices of effective customer service.

NEVADA IRRIGATION DISTRICT

Electrical Systems Supervisor

Modern office equipment including the use of applicable computer applications.
Pertinent local, State and Federal laws, ordinances, rules and codes.

Ability to:

Organize, implement and direct electrical, electronic, mechanical, and instrumentation installation, maintenance and repair operations/activities.
Interpret and explain pertinent District and department policies and procedures.
Utilize electrical and electronic testing equipment.
Analyze and understand electrical, electronic and instrumentation documentation.
Install, troubleshoot, maintain and repair the more complex electrical, electronic, mechanical, and instrumentation systems.
Assist in the development and monitoring of an assigned program budget.
Develop and recommend policies and procedures related to assigned operations.
Operate and use modern office equipment including a computer and applicable software.
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, motivate, coach and evaluate assigned staff.
Respond to after hours emergency situations.

Responsibility to:

Report any safety risks or hazards to management personnel.
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obedying and promoting safe work practices.
Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

NEVADA IRRIGATION DISTRICT

Electrical Systems Supervisor

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:

Five years of increasingly responsible experience in the installation, troubleshooting, maintenance and repair of electrical, electronic and instrumentation systems associated with the operation of a water treatment plant; including two years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade supplemented by college course work in electrical theory, electronics, instrumentation or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

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 50 pounds or less.

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; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

HYDROELECTRIC GENERATION SUPERINTENDENT Range C40 – BOD XX/XX/XX

*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.*

DEFINITION

To plan, organize, direct and coordinate the activities of the Operations Division within the Hydroelectric Department; to coordinate hydroelectric facility maintenance and operational activities with other divisions and departments; and to provide highly complex staff assistance to the Hydroelectric Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Hydroelectric Manager.

Exercises direct supervision over assigned supervisory, technical and administrative support personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating hydroelectric facilities.
3. Direct, oversee and participate in the development of the hydroelectric operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Hydroelectric Maintenance and Operations Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Oversee the District's mountain division water storage and release; coordinate and monitor water flows both within the District and between the District and other agencies.

NEVADA IRRIGATION DISTRICT
Hydroelectric Generation Superintendent

7. Explain and justify hydroelectric programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Oversee the administration of a variety of contracts; prepare documents and reports as required.
9. Coordinate a variety of hydroelectric facility studies including performance testing and planning.
10. Inspect hydroelectric facilities to ensure adherence to local, State and Federal standards and guidelines.
11. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
12. Research and prepare technical and administrative reports; prepare written correspondence.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Prepare and submit required operational and regulatory reports including, daily generation and water reports; and monthly, quarterly and yearly reports related to hydroelectric operations.
15. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
17. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of hydroelectric generation operations.
Techniques for planning, estimating and controlling water flows.
Operations, services and activities associated with a comprehensive hydroelectric generation program
Equipment, tools and materials used in the operation of hydroelectric facilities.
Principles and practices associated with watershed management.
Principles and practices of effective customer service.
Modern office equipment including use of applicable computer applications.

NEVADA IRRIGATION DISTRICT
Hydroelectric Generation Superintendent

Principles and practices of supervision, training and performance evaluations.
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 budget monitoring.
Principles and practices of safety management.
Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize and direct hydroelectric facility operations personnel.
Interpret and explain pertinent Federal, State, local rules and regulations, and department policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Gain cooperation through discussion and collaboration.
Effectively and safely operate power houses.
Manage watershed effectively and efficiently.
Assist in the development and monitoring of an assigned program budget.
Interpret and apply District and department policies, procedures, rules and regulations.
Operate and use modern office equipment including a computer and applicable software.
Develop and recommend policies and procedures related to assigned operations.
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, motivate, coach and evaluate assigned staff.
Respond to after hours emergency situations.
Work after hour night call on normal workdays, weekends and holidays and be subject to callout.

Responsibility to:

Report any safety risks or hazards to management personnel.
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.
Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

NEVADA IRRIGATION DISTRICT
Hydroelectric Generation Superintendent

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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:

Five years of increasingly responsible experience in hydroelectric facility operations; including two years of supervisory responsibility.

Education:

Equivalent to an Associates degree from an accredited college or university with major course work in business administration, public administration, engineering, environmental studies or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

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 50 pounds or less.

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; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

HYDROELECTRIC MAINTENANCE SUPERINTENDENT Range C40 – BOD XX/XX/XX

*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.*

DEFINITION

To plan, organize, direct and coordinate the activities of the Maintenance Division within the Hydroelectric Department; to coordinate hydroelectric facility maintenance with other divisions and departments; and to provide highly complex staff assistance to the Hydroelectric Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Hydroelectric Manager.

Exercises direct supervision over assigned supervisory, technical and administrative support personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the installation, troubleshooting, repair and maintenance of the hydroelectric and automotive equipment.
3. Direct, oversee and participate in the development of the hydroelectric maintenance work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Hydroelectric Maintenance and Operations Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Coordinate annual maintenance testing of hydroelectric facilities and operations; maintain accurate records and documents for audit purposes.

NEVADA IRRIGATION DISTRICT

Hydroelectric Maintenance Supervisor

7. Explain and justify hydroelectric programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Oversee the administration of a variety of contracts; prepare documents and reports as required.
9. Coordinate a variety of hydroelectric facility studies including performance testing and planning.
10. Inspect hydroelectric facilities to ensure adherence to local, State and Federal standards and guidelines.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Plan and schedule maintenance operations for Hydroelectric Division waterways and facilities.
13. Plan, schedule and coordinate outages with District crews and other agencies.
14. Order materials, parts, equipment and supplies.
15. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
16. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
17. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
18. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with the installation, troubleshooting, repair and maintenance of hydroelectric facilities.

Techniques for planning, estimating and controlling water flows.

Operations, services and activities associated with a comprehensive hydroelectric generation program

Equipment, tools and materials used in maintaining hydroelectric facilities.

Electrical and mechanical theory.

Principles and practices of effective customer service.

Principles and practices of leadership, motivation, team building and conflict resolution

NEVADA IRRIGATION DISTRICT

Hydroelectric Maintenance Supervisor

Principles and practices of organizational analysis and management.
Modern office equipment including use of applicable computer applications.
Budgeting procedures and techniques.
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.

Ability to:

Organize and direct hydroelectric facility maintenance personnel.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Gain cooperation through discussion and collaboration.
Interpret and explain pertinent Federal, State, local rules and regulations, and department policies and procedures.
Perform the more complex mechanical and electrical maintenance and repair of hydroelectric facilities.
Assist in the development and monitoring of an assigned program budget.

Ability to: *(Continued)*

Operate and use modern office equipment including a computer and applicable software.
Interpret and apply District and department policies, procedures, rules and regulations.
Develop and recommend policies and procedures related to assigned operations.
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, motivate, coach and evaluate assigned staff.

Responsibility to:

Report any safety risks or hazards to management personnel.
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.
Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

NEVADA IRRIGATION DISTRICT

Hydroelectric Maintenance Supervisor

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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:

Five years of increasingly responsible experience in hydroelectric facility maintenance; including two years of supervisory responsibility.

Education:

Equivalent to an Associates degree from an accredited college or university with major course work in business administration, public administration, engineering, environmental studies or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

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NEVADA IRRIGATION DISTRICT

Hydroelectric Maintenance Supervisor

policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

WATER OPERATIONS 2016 CURRENT

WATER OPERATIONS
MANAGER
C62
\$65.19

MANAGEMENT
ASSISTANT
A78
\$26.30

TREATED WATER
SUPERINTENDENT
C02
\$48.32

ELECTRICAL SYSTEMS
SUPERINTENDENT
B85
\$44.60

WATER
SUPERINTENDENT
B85
\$44.60

WATER RESOURCES
SUPERINTENDENT
C20
\$52.87

WATER TREATMENT
SUPERVISOR
B71
\$41.62

ASSISTANT WATER
SUPERINTENDENT
B55
\$38.42

WATER DISTRIBUTION
SUPERVISOR
B25
\$33.09

BUSINESS SERVICES
TECHNICIAN I/II
B51/B71
\$37.65/\$41.62

CHIEF WATER
TREATMENT OPERATOR
B41
\$35.84

SENIOR WATER
DISTRIBUTION
OPERATOR
B05
\$29.94

SENIOR OPERATIONS
TECHNICIAN
B31
\$34.08

WATER TREATMENT
OPERATOR I/II/III
A91/B11/B31
\$28.07/\$30.86/\$34.08

ELECTRICAL SYSTEMS
TECHNICIAN I/II
B28/B48
\$33.58/\$37.10

WATER DISTRIBUTION
OPERATOR I/II
A64/A84
\$24.53/\$27.10

HYDRAULIC TECHNICIAN
I/II
A85/B05
\$27.23/\$29.94

OPERATIONS
TECHNICIAN I/II
A91/B11
\$28.07/\$30.86

WATER EFFICIENCY
TECHNICIAN I/II
B01/B21
\$29.36/\$32.42

TEMPORARY SEASONAL
8.0 FTE

WATER TREATMENT

ELECTRICAL SYSTEMS

WATER RESOURCES

WATER OPERATIONS

WATER OPERATIONS 2016 PROPOSED

WATER OPERATIONS
MANAGER
C62
\$65.19

MANAGEMENT
ASSISTANT
A78
\$26.30

TREATED WATER
SUPERINTENDENT
C10
\$50.30

ELECTRICAL SYSTEMS
SUPERINTENDENT
B92
\$46.21

WATER
SUPERINTENDENT
C02
\$50.30

WATER RESOURCES
SUPERINTENDENT
C20
\$52.87

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TEMPORARY SEASONAL
8.0 FTE

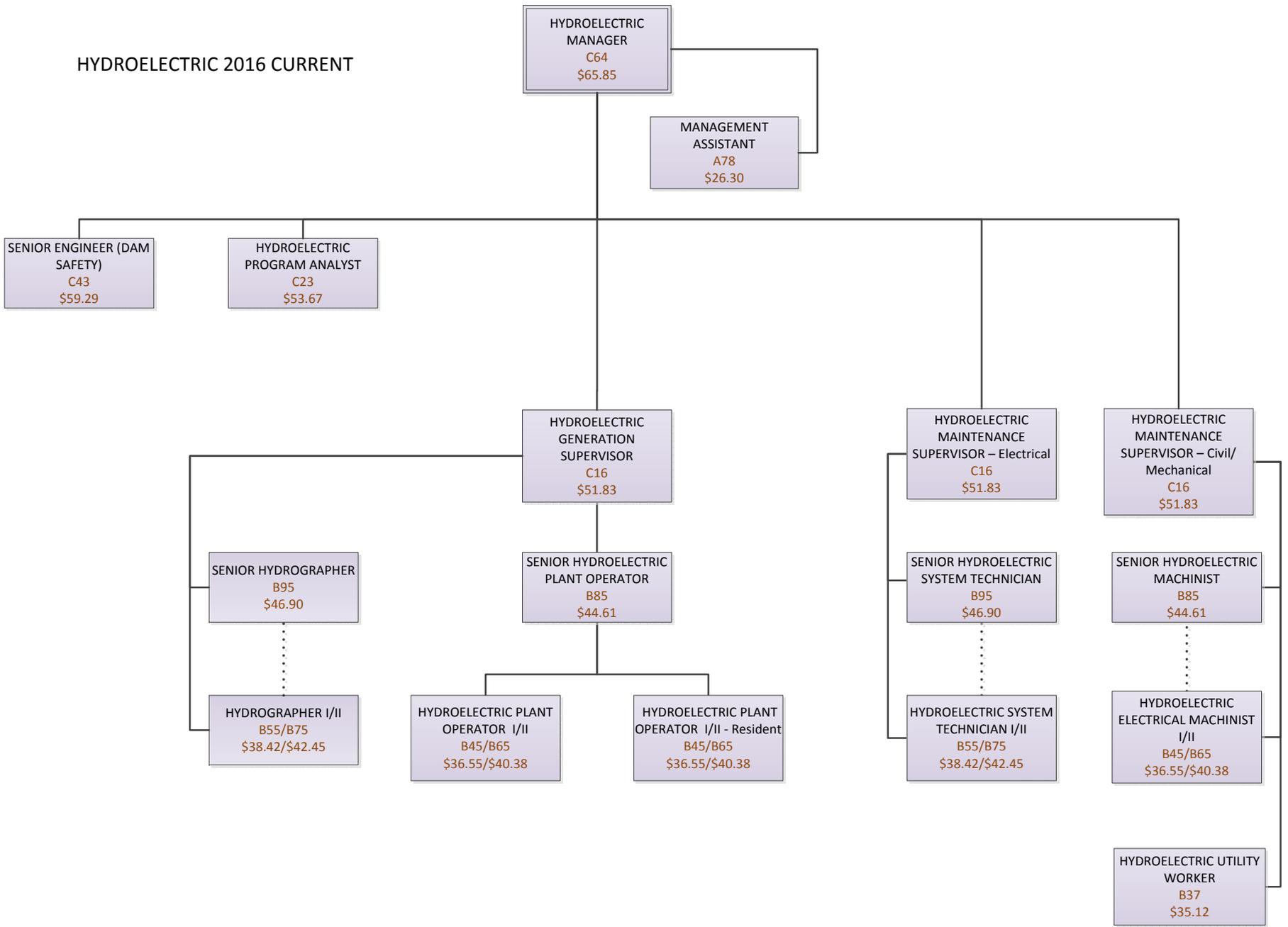
WATER TREATMENT

ELECTRICAL SYSTEMS

WATER OPERATIONS

WATER RESOURCES

HYDROELECTRIC 2016 CURRENT



HYDROELECTRIC 2016 PROPOSED

