

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Supervising Operator	Reports To:	Hydroelectric Generation Superintendent
Salary Range:	C18	Approved by Board of Directors:	03/09/2022
FLSA Status:	Non-exempt	Unit:	Supervisor
<p><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></p>			

Definition

To plan, organize, direct and supervise the work of assigned personnel engaged in operation and maintenance of the District's hydroelectric generation plant and the maintenance of water flows and lake levels necessary to operate the plant; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

Supervision Received and Exercised

Receives general direction from the Hydroelectric Generation Superintendent.

Exercises direct supervision over assigned technical personnel.

Essential Functions Statements

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

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of hydroelectric facilities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating hydroelectric facilities.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
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.
7. Prepare and submit required operational and regulatory reports including, daily generation and water reports; and monthly, quarterly and yearly reports related to hydroelectric operations.
8. Participate in semi-annual and annual facility safety inspections.
9. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

10. Write, perform and direct auto tests on hydroelectric generation plants.
11. Prepare code switching orders; maintain operating diagrams; direct or perform switching.
12. Inspect and operate District hydroelectric generating facilities; perform minor maintenance tasks; read, record, and report electrical and water flow data; report abnormal conditions to supervisor.
13. Start up and shutdown hydroelectric powerhouse generators; operate and inspect unattended generating facilities.
14. Prepare and implement switching orders; prepare generators for clearance using lockout/tagout procedures ensuring a safe working environment.
15. Perform routine electrical, mechanical and building maintenance tasks associated with hydroelectric plant, substations, water collection and delivery systems and related facilities.
16. Perform the most difficult work related to the operation and servicing of hydroelectric generation plant.
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:

- Hydraulics and water properties.
- Operating parameters and basic services practices associated with generators, turbines, high voltage breakers, transformers, compressors, valves and pumps.
- Operating practices associated with penstocks, water gates, canals, weirs, and other water control features of hydroelectric plants.
- Electrical theory and safe use of electrical equipment.
- Principles and practices of hydroelectric generation operations.
- 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.
- 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, implement and direct staff operations/activities related to hydroelectric operations.
- Interpret and explain pertinent Federal, State, local rules and regulations, and department policies and procedures.
- Effectively and safely operate power houses.
- Manage watershed effectively and efficiently.
- Assist in the development and monitoring of an assigned program budget.

- 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.
- Perform the most complex duties related to the operation and servicing of a hydroelectric generation plant.
- Inspect and correctly assess plant and component operations and conditions and make recommendations for limitations on operations.
- Synchronize, start and shut down hydroelectric generating plants.
- Perform routine servicing and maintenance of mechanical and electrical components of a hydroelectric plant.
- Recognize and respond effectively to emergency situations.
- Maintain accurate records, logs and reports.
- 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 your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.

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 hydroelectric facilities operations; including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized coursework and/or apprenticeship or certification.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled room environment subject to typical plant operation 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.