

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Hydroelectric Generation Superintendent	Reports To:	Hydroelectric Manager
Salary Range:	C46	Approved by Board of Directors:	04/13/2022
FLSA Status:	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 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 general direction from the Hydroelectric Manager.

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

Essential Functions Statements

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

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.
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.
- 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. 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 Associate's 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.