

SUPERVISOR, AGRICULTURAL OPERATIONS

Salary Range: 470

FLSA Status: Exempt

Representation: Supervisory Group

Description

Under the general supervision of the Water & Power Operations Manager and the direction of the Superintendent of Water & Power Operations, is responsible for the operation and maintenance of the District's irrigation water delivery system and the delivery of irrigation water; coordinate irrigation water deliveries; develop and implement water management programs designed to minimize spills and conserve water including the use of modern automated systems; assess conditions of and determine needed repairs and maintenance of agricultural distribution system and other District facilities; monitor canal systems and pumps throughout the District service area; coordinate water flows during both the irrigation and off-irrigation seasons; and must take an active role in customer service and public relations. Must be available for after-hour emergencies and participate in the Supervisor Duty rotation. This position requires work outside of normal business hours and weekends and holidays.

The duties of this classification also include the directing of the weed and pest control programs for the District, including the continuous and perpetual training of employees for proper identification of weeds and pests, chemical use and application rates; various operations and maintenance of specialized equipment; tabulation and maintenance of records of purchase and application of chemicals or other applicable items. Preparation of pesticide use reports for the Agricultural Departments of the State of California and the United States; reports on and follows up proposals for use of chemicals required in the control of weeds and pests. Continuously evaluates local, State and Federal studies and regulations on pesticide use and safety, conducting experiments as necessary in an endeavor to improve various maintenance programs.

Examples of Duties – Duties may include, but are not limited to, the following:

- Supervise, train, guide and evaluate assigned personnel. Inspect work performed by assigned personnel. Monitor the activities and performance of those supervised to ensure compliance with District rules.
- Develop management tools necessary to assure the duties of assigned personnel are being performed according to District rules.
- Enforce and uphold the District's Rules and Regulations governing the distribution of irrigation water.
- Works cooperatively with other supervisors in the Department to meet the objectives of the Department as articulated by the Water & Power Operations Manager or his/her designee.
- Recommends and implements training programs which will help further develop an efficient work force.
- Operates a District computer for word processing and data entry and operates District telemetry and SCADA equipment in the regular performance of duties.
- Oversee and coordinate the irrigation water scheduling and delivery efforts of Watertenders. Specifically, evaluate water delivery schedules and Watertenders' progress toward maintaining pre-planned schedules in order to conserve water and maximize the distribution efficiency of the

system.

- Working with Watertenders, monitor, evaluate, discuss, resolve and record situations involving waste of water and excessive use of spills and pumps.
- Monitor the canal systems and ensure Watertenders are coordinating irrigation flows, drainage runoff, reclamation/lift discharges and deep well water with the irrigation flows therein to maximize system efficiency without excessive use of pumps and without causing abnormal delay to impacted irrigators.
- Inspect canals, ditches, conduits, pipelines, headworks, turnout gates, debris racks, weir structures, and such to ensure proper operating conditions and settings by Watertenders.
- Monitor diversion points throughout the District service area on a regular basis.
- Oversee the daily record keeping activities of the Watertenders.
- Evaluate cropping patterns and water use throughout the District and generate reports from data gathered from spill charts, pump records and other sources. Ensure completeness and accuracy of reports generated.
- Plan and maintain a rotating work and/or leave schedule for assigned personnel.
- Investigate customer complaints concerning water service and measurement.
- Instruct assigned personnel in proper work techniques, proper use of equipment used in the course of their job duties, and safety precautions and requirements; ensures the adherence to District safety policies and procedures by staff.
- Coordinate emergency and special assignments within the Water & Power Operations Department, with other District departments, and with outside agencies and companies.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Recommend and assist in the implementation of goals and objectives.
- Assist the Superintendent in identifying and ascertaining needed repairs to District facilities and preparation of cost estimates for such repairs.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, materials, and equipment; monitor and control expenditures.
- Checks the operation and maintenance of the District pumps.
- Checks, monitors, and maintains water flows in drainage systems throughout the District. Makes immediate decisions and adjusts work schedules during emergency situations, such as floods, power failures, fires, and systems failures to assure quick restoration of normal services.
- Communicate with the Superintendent and Management through various means regarding the normal and abnormal operation of facilities
- Participates in the District's Supervisor Standby Duty Program.
- Purchases apparatus and apparel to provide employee safety. Introduces promotional soil and water conservation practices with help and/or guidance from the Superintendent relating to Weed Control operation. Has the ability to operate various engine-powered spray, discing, plowing, or burning rigs. Be apprised of proper use of portable sprayers, sterilant spreaders, burners and other hand-operated equipment. Capable of identifying weeds, mixing chemicals, adjusting equipment according to type, nature and locations of growths imposing limits to the areas being treated
- Perform other related duties as required and assigned.

Judgment and Responsibilities

Incumbent works independently under minimal direction and has full supervisory responsibility for

assigned personnel. Exercises independent judgment and performs work with minimal guidance.

Employment Standards

Knowledge of:

- District policies, rules, regulations and procedures.
- Principles and theory of water supply, distribution systems, drainage systems, and related facilities.
- Principles of Crop – Water relationships/requirements. Common irrigation practices utilized by agricultural producers. Open channel and piped distribution systems.
- Pressurized irrigation delivery systems and facilities.
- Water measurement techniques and fundamentals of water measurement. Intermediate mathematic concepts, physics and engineering principles
- Mechanical systems applicable to irrigation water flows including distribution and diversion. Design principles, and construction/maintenance requirements of canals, ditches, headgates, and pipelines.
- Principles of pumps and electrical components related to various types of pumping plants. Principles of supervision, training and performance evaluations.
- Principles and practices of safety management; applicable safety precautions and procedures.
- Principles of budget preparation and monitoring.
- Pertinent local, State and federal laws, ordinances and rules. Common public relations courtesies, practices and techniques.
- Principles of weed and rodent control. Use of agricultural chemicals and their relation to weed and rodent control and farm products.

Ability to:

- Plan, coordinate, assign, organize, prioritize, delegate, supervise, train and evaluate assigned personnel and their work.
- On a continuous basis, know and understand all aspects of the job and observe safety rules. Intermittently analyze work papers, reports, and special projects, as well as problem equipment; identify and interpret technical and numerical information; read, interpret and apply administrative and operational regulations, policies, procedures and standards; locate tools and equipment used in assigned work; observe and problem solve operational, maintenance and technical policy and procedures.
- Assist in the development and monitoring of an assigned budget. Make estimates in supplies, labor and equipment.
- Keep records and prepare comprehensive reports.
- Develop and recommend policies and procedures related to assigned work.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely in English, both orally and in writing. Use available information to make sound decisions.
- Perform research of District records and files to locate necessary information. Efficiently use computer systems and applicable software.
- Prepare clear and accurate reports and maintain simple to complex records. Read, interpret and follow engineering plans and specifications.

- Operate a vehicle observing legal and defensive driving practices.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Deal tactfully and courteously with the public.

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background is seven (7) years of related experience in the operation and maintenance of water supply or irrigation systems to include one (1) year of experience in a leadership position. Previous supervisory experienced desired.

Equivalent to completion of the twelfth grade, supplemented by specialized training in water management as related to agricultural uses.

Licenses and Certification

Incumbent must possess a valid and appropriate California Driver License with a satisfactory driving record to maintain insurability. Possession of a California Commercial Drivers' License Class C with a Hazardous Materials Endorsement within 12 months of original appointment to the position is required. Failure to obtain said license with endorsement may be grounds for termination

Possession of a Qualified Applicator Certificate issued by California Department of Pesticide Regulation in categories: A (Residential, Industrial, and Institutional), B (Landscape Maintenance), C (Right of Way) and F (Aquatic), within two (2) years of original appointment to position. Failure to obtain certification may be grounds for termination.

Certification by the California State Water Resources Control Board as a Grade Level 3 – Distribution Operator is desired, but not required.

Physical and Sensory Requirements

Intermittently sit at desk or while driving vehicle for long periods of time; intermittently walk, stand, bend, squat, climb or kneel while performing field inspections; twist to reach equipment surrounding desk or work station; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; lifting and carrying up to 60 pounds; occasional exposure to chemicals, skin irritants, fumes and solvents; performance of simple and power grasping; pushing, pulling, fine manipulation, finger and hand coordination; occasional inside work; general outside work with exposure to weather, odors, dust and pollen; use sense of smell; acute hearing to distinguish audible alarms; ability to hear to receive communication in person and by telephone, as well as for safety in and around construction sites; express ideas and share information by means of spoken word in person and by telephone; occasional work conditions of constant or intermittent noise; and read written and/or video messages. May work in confined spaces. Required to wear personal protective equipment (PPE) appropriate for job assignments.

Reasonable accommodations will be considered.

Physical Examination

Must pass a physical examination, which includes substance screening, before employment with the District.

Confidentiality

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.

Supervision

This position receives general supervision from the Water & Power Operations Superintendent and provides direct supervision of the following position classifications:

- Lead Watertender
- Watertender
- Lead Pest Management Applicator
- Pest Management Applicator