



Madera Irrigation District Job Description

JOB TITLE: MAINTENANCE SUPERVISOR

DEPARTMENT: MAINTENANCE

SUPERVISOR: OPERATIONS AND MAINTENANCE MANAGER

FLSA STATUS: Exempt Non-Exempt At-Will

PURPOSE

Under general direction of the Operations and Maintenance Manager, supervises the District's maintenance personnel in the construction and maintenance of the District's canals, ditches, pipes and other related structures; receives work orders; plans and lays out work assignments; selects crews to work on projects; responds to emergencies and insures the safety of crews under supervision; fills in for the Chief of Maintenance and Operations during vacations, sick leave and other absences; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the Operations and Maintenance Manager with supervisory responsibility for the District's construction and maintenance functions. Depending on the workload and make up of crews, day to day supervisory duties are split between the Maintenance Supervisor and the Operations Supervisor.

ESSENTIAL FUNCTIONS *(Duties may include, but are not limited to, the following):*

- Coordinates and supervises District's construction and maintenance activities, including canal, pipeline structures and pumping plant stations, trash removal, rodent control and weed control;
- Plans the day's activities and assigns crews and projects;
- Implements the departmental safety program;
- Responds to emergencies and develops plans to handle the emergencies and make necessary repairs;
- Makes suggestions regarding changes to design of canals, pipelines and structures;
- Supervises the installation, maintenance and repair of pipelines, head gates, turnouts and meter boxes;
- Prepares requisitions for materials and supplies through standardized procedures;
- Supervises and evaluates subordinate personnel;
- Inspects work in progress and upon completion to ensure conformance to plans and design; and

- Prepares reports on work performed and updates drawings advise appropriate department of work completed.
- Performs related duties as assigned.

ESSENTIAL RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **General Knowledge** – Basic Math; English grammar, spelling and punctuation; and general business and office procedures. Utilize all Microsoft software programs including Outlook, Word, Excel, and Access.
2. **Specialized Knowledge** – Principles of irrigation distribution systems; principles and techniques of supervision and training; mechanical and maintenance principles of irrigation canals; head-gates, turnouts, diversions, pipelines and related facilities; pipeline installation and trench safety; safe work practices in heavy construction; geographical and topographical layout of the MID District; federal, state, and local safety rules and regulations and hazardous materials laws and regulations; auto and digital pipeline leveling equipment and MID policies and operating procedures.
3. **Resources** – Money, Equipment, Materials and Records: Maintenance employees; spending of portions of the maintenance budget; property and vehicles used in carrying out the District's construction and maintenance program; maintenance reports; blueprints and drawings.
4. **Communication** – Ability to communicate clearly with all District personnel, customers, general public, clients, and stakeholders of the District. Channels of communication may include: mobile radio, phone, literary instructions, computer, and may also include the use of oral, written, auditory, and visual senses. Ability to correspond by means of files, reports, documents, negotiations, and presentations is also expected. Ability to read and understand construction plans and specifications. Employee will display the ability to communicate with respect even in times of difficult matters.
5. **Safety** – Ability to work safely, following all District safety procedures and rules. Identify potential hazards and make recommendations and schedules necessary corrections. Pay close attention to working conditions, environmental factors where staff are working and make every attempt to mitigate risk. Participate on the District's Safety Committee and provide safety leadership throughout departments.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. This position requires the employee to work in sometimes hazardous conditions; some of which include:

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High Temp: Some work time in hard manual labor in temperatures between 80 – 110 + degrees.
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours.

PHYSICAL REQUIREMENTS

To perform this job effectively, there are physical demands that are required of the employee. The following items are examples of physical abilities that will be necessary to perform the essential functions of this position:

- Normal hand/eye coordination; and endurance
- Minimal lifting except files and small parts up to 50 lbs.
- Travels regularly by vehicle and automobile in inspecting District facilities and field operations
- Works in an indoor and outdoor environment daily
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings
- Regularly uses a telephone for communication
- Uses office equipment such as computer terminals, copiers, phones, 2-way radio, and FAX machines
- Walks on uneven terrain
- Sits for extended time periods
- Hearing and vision within normal ranges

QUALIFICATIONS

Any combination of education and experience which would likely provide the necessary knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education – High School Graduate/Diploma, some college courses desired.

Experience – Five (5) years' experience in construction management with knowledge of ag and irrigation distribution systems. **OR** Three (3) years' experience in the construction and maintenance of irrigation distribution systems including two years at a Maintenance Worker III or Equipment Operator level.

Licenses, Registration, Accreditation, etc.: Possession of a valid California Class C Driver License is required at the time of appointment. Obtaining a Class A License is required within three months after receiving such appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for three (3) consecutive years required according to District policy Use of District Vehicles.

I have reviewed this Job Description and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

This job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary, and will be reviewed/updated on an annual basis or as necessary to comply with current state legislation.