



Madera Irrigation District

Job Description

JOB TITLE: CANAL OPERATOR I, II, III

DEPARTMENT: MAINTENANCE & OPERATIONS

SUPERVISOR: OPERATIONS SUPERVISOR

FLSA STATUS: [] Exempt [X] Non-Exempt [X] At-Will

SALARY RANGE:

PURPOSE:

Under general supervision, regulate the flow and distribution of irrigation water to users through a series of canals and pipelines and to record water usage.

CLASS CHARACTERISTICS:

CANAL OPERATOR I

This is the entry level position in the Canal Operator series. Typically, this position will ride with an experienced Canal Operator before assignment to a primary district. On-the-job training is provided by the Operations Supervisor, or an experienced Canal Operator. As the employee gains experience, Canal Operators in the adjoining districts provide assistance when problems arise. Employees develop skill in working independently, providing irrigation water to growers and resolving routine water delivery problems. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to the established procedures and guidelines as are positions allocated to the II level. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field.

CANAL OPERATOR II

This is a journeyman level classification of this series. Employees are proficient in working independently on multiple assigned districts, providing irrigation water to growers, ensuring compliance with District crop water regulations and resolving any problems the growers encounter involving water usage as they arise in the field. Employees at this level receive only occasional instruction as new or unusual situations arise as they are fully aware of operating procedures and policies within the department. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience. Positions in this class are normally filled by advancement from entry level position.

CANAL OPERATOR III

This is a specialized level Canal Operator that controls flows to more than one Canal Operator district. The employee is responsible for ensuring the proper flow and delivery of irrigation water

in an assigned district and for ordering waters for and controlling supplies to at least one additional Canal Operator district. Incumbents also provide training, advice and guidance regarding operational procedures to lower level Canal Operators. Canal Operators at this level may be asked to operate more than one district in emergency situations. Advancement to this level is not automatic.

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

- Accepts requests for water, and orders the needed amounts from the distribution system;
- Ensures the proper flow and delivery of irrigation water in an assigned area;
- Regulates head gates, turnoffs and diversions to ensure proper water levels;
- Records meter readings;
- Removes trash and debris;
- Records staff gauge readings to determine the amount of spill;
- Keeps distribution system free of obstructions;
- Contacts growers to advise them of when water will be flowing;
- Inspects system for leaks and breaks;
- Prepares water delivery report, update electronic data entry to satisfy water orders.
- Informs Maintenance Department of any failure in the distribution system;
- Resolves inquiries and complaints
- May work in the Maintenance Department in the off-season and perform such duties as: build pipelines, installing box, gates, exposing underground utility lines, spraying pesticides, burn weeds, and cement work.
- Other 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 requests will be considered to enable individuals with disabilities to perform the essential functions and responsibilities.

1. **General Knowledge** – Basic math; English grammar, spelling and punctuation, reading and writing.
2. **Specialized Knowledge** – Practices, tools, and equipment used in irrigation distribution systems; mechanical principles and maintenance requirements of irrigation canals, headgates, turnouts, diversions, pipelines, and related facilities; and the watering requirements of crops.
3. **Resources** – MID supplies and equipment used or available for use during employment such as: MID vehicle, cellphone, keys, gas card, and reports.
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. 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 communicate them to authorized District safety representative. Pay close attention to working conditions and make every attempt to mitigate risk.

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:

- working solitary shifts, irregular/extended hours,
- evening and weekend work,
- outdoors, sun exposure 50%-100% of the time,
- near swift flowing water and slippery surfaces,
- near road traffic,
- extreme temperatures, heat, cold, damp, rain, dust, fog,
- Confined space - cramped, awkward, and in uncomfortable positions,

PHYSICAL REQUIREMENTS:

To perform this job effectively, there are physical demands that are required of the employee. Some of which are listed below, however this list is not all inclusive.

- Sufficient finger/eye coordination and dexterity to operate equipment and machinery.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 75 pounds.
- Operates District vehicles in operating and monitoring irrigation water delivery systems.
- Stoops, kneels, crouches, crawls, and climbs during field water delivery work.
- Stands and walks for extended time periods
- Hearing and vision within normal ranges with or without correction.

Individuals who do not meet these physical requirements due to a physical disability will be considered for accommodation on a case-by-case basis in accordance with District Policy 219 (Reasonable Accommodation.)

QUALIFICATIONS:

CANAL OPERATOR I

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

Experience – Three years agricultural experience where knowledge of crops and irrigation practices is required.

CANAL OPERATOR II

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

Experience – Three years agricultural experience where knowledge of crops and irrigation practices is required, and at least one water season as a Canal Operator I.

CANAL OPERATOR III

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

Experience –

1. Three years agricultural experience where knowledge of crops and irrigation practices is required.
2. At least four years as a Canal Operator II at Madera Irrigation District with demonstrated proficiency operating more than one Canal Operator district or applicable experience.
3. One year experience operating heavy construction equipment (dozer, loader, grader, backhoe, excavator, and/or grad-all).

LICENSES (CANAL OPERATOR I/II)

Possession of a valid California Class C Driver License may be required at the time of appointment. Maintain proof of clean driving record and remain in compliance with District Policy Section 212 Use of District vehicle. 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 according to District Policy 219 (Reasonable Accommodations.)

LICENSES (CANAL OPERATOR III)

Possession of a valid California Class C Driver License is required at the time of appointment. Maintain proof of clean driving record and remain in compliance with District Policy Section 212 Use of District vehicle. Obtaining a Class A License is desirable. Failure to obtain or maintain such required license and certificate(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 according to District Policy 219 (Reasonable Accommodations.)

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.