

**THE DALLES IRRIGATION DISTRICT
POSITION DESCRIPTION**

Title: Field Operations Supervisor

Exempt/Non-Exempt: Non-Exempt

Reports To: The Dalles Irrigation District – District Manager

Pay Grade/Range: \$28.00-\$38.00/Hour DOE

Effective Date: September 09, 2022

New position Position change Revision/update

General Position Summary:

The Field Operations Supervisor is responsible for hands on operation and on-going repair and maintenance of the district electrical and pumping distribution system to provide a consistent and reliable delivery of water to district patrons. The Supervisor is also responsible for the management of all field personnel.

Essential Functions/Major Assignments:

- Supervise all field staff ensuring they perform essential job functions.
- In conjunction with the District Manager, conduct annual performance evaluations, including setting annual goals for each employee.
- Advise District Manager of disciplinary action to be taken with field staff.
- With support from the District Manager, assist with recruiting and training all field staff.
- Daily inspection and assessment of pumping and power distribution systems, including all components and facilities to maintain and ensure a successful operation.
- Perform Lock-Out-Tag-Out procedures, document confined space entry permits, and other OSHA required safety protocols.
- Perform service and repair on pumps, motors, motor control centers, pipes, valves, meters, telemetry stations, and power substations throughout the system.
- Operate heavy machinery such as excavator and back hoe.
- Assist District Manager with coordinating projects and other assignments with vendors and provide oversight and assistance during completion.
- Provide expert level advice and work effort on the operation of the district's pumping and electrical distribution system.
- Provide knowledge, expertise, and leadership to field staff engaged in operation, maintenance, and repair of pumping plant mechanics, electrical and distribution system.
- Advise, assist, and oversee field operations and maintenance on a regular daily basis, including maintenance projects.
- Receive and document daily water readings from field staff.
- Review and evaluate water reports, records, logs and graphs including the monitoring and use of the telemetry network to confirm adequacy of present and projected water needs.
- Organize and participate in Safety Committee training and document activities.

- Ensure all staff have the appropriate level of safety training to meet requirements.
- Work with District manager to design and implement preventative maintenance program and standard operating procedures for all district equipment, facilities, and processes.
- Coordinate with District Manager on preventative maintenance program needs to propose in annual budgets.
- Coordinate with District Manager to develop an appropriate level of continuing education opportunities for field staff.
- Serve as emergency service contact and in conjunction with the District Manager, determine action to be taken in the event of emergencies.
- Establish and participate in the on-call schedule.
- Review and approve field staff payroll, invoices, and other administrative documents as directed by District Manager.
- Provide information to develop the annual operations and maintenance budget.
- Prepare and deliver reports as directed for the District Manager.
- This position must ensure water delivery, efficient irrigation operations, orchard frost control, and water conservation best practices.
- The FOS will be central to accomplishing the work necessary to ensure reliable and consistent delivery of water to patrons.

Secondary Functions:

- Perform related duties and responsibilities as required.

Job Scope:

- The FOS is a hands-on supervisory position requiring regular involvement with the operation, repair, and maintenance activities of the district. The Supervisor is also responsible for the management of all field personnel's daily activity and regularly communicating needs, issues, and progress reports to the District Manager. The Field Operations Supervisor will not be responsible for executive financial and administrative decisions, as those will need approval by District Manager.

Supervisory Responsibility:

- Full range of supervisory responsibilities over all field staff of the district including: providing daily work direction, making employee job/assignment changes, communicating performance appraisals, approving absences/vacations, and communicating disciplinary actions.

Interpersonal Contacts:

- The Field Operations Supervisor will have regular communication inside and outside of the organization to communicate with staff, exchange ideas and gather information.

Specific Job Knowledge, Skill and Ability:

- Knowledge, skill, and ability to effectively organize, direct and coordinate the work of lower-level staff.

- Knowledge, skill and ability supervise, train, and evaluate staff.
- Knowledge of personnel management concepts, techniques, and application procedures.
- Knowledge of operational services and activities of a comprehensive water distribution program.
- Ability to respond to call outs while on call within 15 minutes.
- Knowledge of safety requirements and regulations pertinent to irrigation districts.
- Knowledge of preventative maintenance principles and the ability to formalize preventative maintenance plan for the district.
- Possess excellent time management skills and the ability to efficiently prioritize work tasks.
- Knowledge of federal, state, and local policies, laws, and regulations pertaining to water law and irrigation districts.
- Ability to operate motor vehicles machines and tools safely and in conformance with applicable laws, regulations and work rules.
- Skill and ability to lead and direct the operations, services, and activities of the district field staff.
- Skill and ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret maps and aerial photography.
- Knowledge, skill, and ability to operate SCADA, Telemetry, and GPS Systems.
- Ability to perform basic mathematical functions for accurate calculations.
- Ability to delegate work to staff.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to understand oral and written instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently or as part of a crew.
- Ability to obtain required certifications within one year of hire.
- Excellent communication skills.
- Knowledge of Microsoft Office Suites and other computer programs.
- The FOS must have strong skills in pumping plant mechanics, electrical systems, and distribution processes.
- Knowledge skill and ability as a field operations expert that the district can rely on for water delivery and maintenance of the system.

Specific Job Effort:

- The Field Operations Supervisor will constantly be required to manage ongoing shifts in priority and demands that require the need for review and reliance on sound problem solving techniques.

Education, Experience, and Certification/Licensure:

Required Qualifications

- Associates Degree, or equivalent, from two-year college or technical school.
 - A minimum of 2 years previous leadership experience in a related environment which included duties and qualification consistent with this job description.
- OR

- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.
- AND
- Ability to pass the required testing to become a certified State of Oregon pesticide applicator.
 - Valid driver license and an insurable driving record required.

Desired Qualifications

- A minimum of 3 years related experience in the operation and maintenance of facilities and processes common to comparable public water distribution systems is preferred.

Working Conditions

- This position operates primarily in outdoor field conditions and hands-on operational and maintenance work is expected. Some office work is required of the position.
- Regular and reliable attendance is required of the position.
- Usual working schedule is Monday through Friday during traditional field hours, though deviations from the regular schedule may happen with or without prior notice, including evenings, weekends or holidays.
- Routinely uses mobile devices and standard office equipment, especially computers.
- The work emphasizes vision, hearing, eye-hand-foot coordination, and manual dexterity and includes heavy lifting (75 pounds or more); prolonged periods of sitting, reaching, bending, grasping, pushing, pulling and climbing. Travel over rough, uneven, or rocky surfaces is common. This is manual work in the performance of tasks of a physically demanding nature. Therefore, the following traits are essential:
 - Dexterity:* excellent hand-eye coordination to use tools and operate machinery.
 - Physical stamina:* ability to perform laborious tasks repeatedly.
 - Physical strength:* strength to lift heavy objects, including tools, repeatedly.
- Will drive an automobile.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)