

**MERCED IRRIGATION DISTRICT**

**DEPUTY GENERAL MANAGER, WATER RESOURCES**

FLSA Status – Exempt  
Unrepresented

**DEFINITION:**

Under direction of the General Manager, provide leadership for the general planning, direction and supervision of the functions of water resources engineering, construction, maintenance, operations, resource efficiency and planning within the District's Water Resources Department. Perform other related work as required. Serve as acting General Manager as required. This is a department head position.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Water resource planning and management
- Wholesale water sale and transfer negotiations and agreements
- Representation of the District in regulatory hearings related to the District's water resources matters
- Develop and implement strategies for water resource protection and beneficial use
- Direct the activities of the District's water resource engineering and water operations staff
- Meet with irrigation and water customers and the public in general, as necessary, to represent the District's activities.
- Manage and provide direction to personnel involved in the areas of water resource engineering, flood operations, irrigation operations, construction, maintenance, customer account management, water use efficiency, budgeting and financial analysis.
- Assist the General Manager in any matters related to the operation of the District.
- Maintain a current knowledge of water resource, irrigation and drainage techniques and best practices.
- Provide business, technical and managerial input to the General Manager and Board of Directors as requested.
- Manage and coordinate day to day operations, special projects, personnel and financial matters, including budget preparation and monitoring, of the Water Resources Department.
- Prepare and perform presentations at the Board of Directors' meetings and other staff and public forums as necessary.
- Perform other duties as requested, directed or assigned

**QUALIFICATIONS:**

Vast related experience and higher education which demonstrates the candidate can effectively perform the duties and administer the responsibilities of the position is required.

**Education:**

- Bachelor of Science Degree in Engineering from an accredited college or university.
- Professional Engineering license highly desired.

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### **Experience:**

- Ten – (10) years of applied professional engineering with progressive responsibility, including five – (5) plus years in a management role.

### **Ability to:**

- Communicate effectively both orally and in writing;
- Prepare and present oral and written reports;
- Interact and communicate with a broad spectrum of internal employees and external customers;
- Provide leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Build constructive relationships by promoting effective partnerships with department peers, consumers and employees;
- Understand water utility principles and utilize strategies to ensure District ratepayers and customers are provided least cost, reliable water service.
- Interpret and apply federal, state and local laws, policies and procedures and regulations;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customer demands;
- Prioritize workload;
- Work safely and independently.
- Build consensus with the public and fellow employees;
- Manage multiple tasks, projects and processes and meet deadlines for deliverable work product and results on a consistent basis

### **Knowledge of:**

- Effective leadership and management principles and practices;
- Water distribution, rate development and rate setting, water management and efficiency strategies;
- Industrial processes, corporate economics and competitive threats;
- Contract preparation and administration;
- Pertinent federal, state and local laws and regulations;
- Recent developments, current literature and sources of information regarding the water utility industry as they relate to the District;
- Proficient in the use of personal computer operation and related software applications, peripheral equipment operation and computer interface.
- Public interaction in addressing customers and involved agencies' needs.
- Project management.
- Related engineering design, material, and legislation codes, and common engineering practices.
- Federal and state legislation that has affected the industry (Inland surface water plan, groundwater management, water quality issues, etc.)

### **Necessary Special Requirements:**

- A valid California registration as a Professional Engineer.
- Land surveyor license is desirable.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.

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- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work schedule to accomplish tasks and goals as an exempt management employee.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

### **TYPICAL PHYSICAL DEMANDS:**

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day  
Hands/Arms: Operates computer for up to eight (8) hours per day  
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
Stooping: Bends body downward and forward by bending at the knees or waist  
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
Hearing: Hears well enough to receive communications in person and by telephone.  
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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**SUPERVISION:**

The position receives general supervision from the General Manager.

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

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**