

**MERCED IRRIGATION DISTRICT
HYDRO MAINTENANCE SUPERVISOR**

FLSA Status – Exempt

DEFINITION:

Under general direction of the Hydro-electric Department Manager and in support of Operations, performs advanced professional level maintenance management duties within the Hydro Department including planning, scheduling, project management, estimating and budgeting, equipment and project specifications, contract administration, equipment performance testing, procedure development, and water management/flood control support. The Hydro-electric Department of the Merced Irrigation District supports the hydroelectric power generation mission of the District as well as Flood Control, Water Supply, Fishery Enhancement and Recreation. The Maintenance Manager must perform his/her duties in a manner that reflects positively on the Merced Irrigation District and the Hydro-electric Department.

ESSENTIAL FUNCTIONS OF THE POSITION:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinates assigned activities with Northern California Power Agency, and other divisions within the Merced Irrigation District, and outside agencies; and provides highly responsible and complex technical and administrative support to the Hydro-electric Department Manager.
- Supports safety, environmental and reliability compliance efforts of the District.
- Supports the Operations function to achieve availability and production goals.
- Functions as a member of the management team.
- Directly supervises the mechanical and electrical maintenance staff, and other employees as assigned.
- Supports and fully utilizes the computerized maintenance management system to manage workload and resources.
- Drives and supports outage and project scheduling to support operations and financial goals of Hydro-electric Department and the District.
- Sets goals, tracks and reports on maintenance performance.
- Trains, develops and maintains qualified direct reports and crews. Supports and provides technical training as necessary.
- Meets with staff to identify and resolve issues.
- Prepares and delivers Performance Reviews.
- Identifies critical spare parts and maintains inventory.
- Develops, implements and maintains maintenance procedures.
- Monitors and evaluates the performance and efficiency of equipment, service delivery methods and procedures and recommends equipment modifications, upgrades, and best practices within department policy; ensures compliance of modifications and upgrades with all applicable technical local, state, and federal codes.
- Participates in the development and administration of the Hydro-electric Department annual budget and long term plan; participates in the forecast of funds needed for equipment, contractors, and technical initiatives; monitor and approve expenditures within delegation; recommend adjustments as necessary.
- Coordinates, develops, and maintains a continuing set of records for reference and analysis; develops and/or participates in the specification process to procure materials and equipment.

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- Supports NERC/WECC Reliability requirements by developing procedures, auditing and/or executing actions necessary to meet compliance requirements. May serve as Subject Matter Expert on appropriate NERC/WECC Standards.
- Coordinates maintenance projects and initiatives with County departments, contractors, and consultants for the successful and timely completion of assigned construction projects; coordinates and maintains liaison with various federal, state, local and regulatory agencies.
- Administers maintenance-related consulting, procurement, and construction contracts.
- Provides responsible staff assistance to the Hydro-electric Department Manager; conducts or oversees a variety of technical studies and operational studies; recommends equipment and technical procedures changes as appropriate.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments applicable to the field of hydroelectric project maintenance; incorporates new developments as appropriate into programs.
- Supports District labor negotiations.
- Performs related duties as required.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree from an accredited college or university with major course work in areas such as mechanical or electrical engineering, or a related field.
- Master's Degree desirable.

Experience:

- Ten (10) years of increasingly responsible hydroelectric maintenance experience with three (3) years' experience in a supervisory capacity preferred.

Ability to:

- Be a safety leader for organization.
- Function effectively as a member of a high performance team.
- Provide leadership that supports an environment of continuous improvement.
- Serve as project manager on assigned projects.
- Identify technical deficiencies and suggest and implement improvements.
- Participate in the management of hydroelectric power systems.
- Participate in the development and administration of division goals, objectives and procedures.
- Perform fundamental economic analysis of alternatives.
- Prepare clear and concise administrative and technical reports.
- Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Interpret, explain and enforce Department policies and procedures.
- Respond to questions and inquiries from a variety of sources.
- Research, review, update, and revise existing ordinances, policies, and design standards.
- Coordinate activities with internal and external agencies and committees.

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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Work under pressure and make sound decisions with limited information.
- Research, analyze and evaluate system performance.
- Operate office equipment including computers and word processing, spreadsheet, and database software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Management principles and practices, organizational development and project management practices.
- Hydroelectric project operations, services, and activities of an electric generation utility.
- Electrical and mechanical devices used to generate, transmit, and distribute electric power.
- General power generation systems practices and tools.
- General knowledge of California power market.
- Engineering economics.
- Principles of budget preparation and control.
- Advanced methods and techniques of conducting site and field investigation.
- Office procedures, methods and equipment including use of computers and Microsoft Office word processing and spreadsheet applications, and specialized engineering programs.
- FERC regulatory compliance.
- Occupational health and safety standards.
- Pertinent federal, state and local laws, codes, and regulations.
- NERC/WECC Reliability Standards.

Necessary Special Requirements:

- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- 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: 30% 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 overtime.
- Work performed in an office or hydro plant 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.

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- 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.

SUPERVISION:

The position receives general supervision from the Hydro Project 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.