East Columbia Basin Irrigation District
55 N. 8th Ave., PO Box E
Othello, WA 99344
509.488.9671 Fax 509.488-6433

JOB DESCRIPTION

Job Title: Assistant Manager of Operations and Maintenance
Department: Administration
Reports to: Secretary-Manager
FLSA Status: Exempt
Union: No

SUMMARY:

To plan, organize, direct and supervise the operation and maintenance activities of the Field Superintendent, Watermaster Sections, Mechanic Shop, Pump Department, Construction Crew, and Safety Department to ensure District facilities and infrastructure are operated and maintained efficiently and effectively in support of operations and construction activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following list is representative of the duties and responsibilities of this position, and is not meant to be an exhaustive list of all possible tasks to be performed:

- Assists the Secretary-Manager scheduling and monitoring operation and maintenance activities and coordinating and directing the daily operation of the District.
- Assists the Secretary-Manager with planning and developing budgets.
- Inspects work in progress to ensure that workmanship conforms to specifications and adheres to construction and maintenance schedules.
- Performs administrative supervisory and technical work associated with the operation and maintenance of the District's water distribution system to maintain an adequate supply of water to customers.
- Prepares, attends and presents items at monthly District Board Meetings and other meetings as directed by the Manager.
- Studies specifications to plan procedures for construction and maintenance activities on the basis of starting and completion times and staffing requirements for each phase of improvement projects.
- Coordinates with Purchasing Agent to procure tools and materials to be delivered at specified times to conform to work schedules.
- Coaches and advises supervisors on performance management issues; reviews documentation and makes recommendations for disciplinary actions, ensuring compliance with applicable employment laws and the collective bargaining agreement (CBA).
- Carries out supervisory responsibilities in accordance with the organization's policies, rules, regulations and applicable laws. Responsibilities include participation in interviewing, hiring, and training employees; planning, assigning, directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Administers and interprets the collective bargaining agreement; participate in negotiating the collective bargaining agreement (CBA).

- Works with supervisors, employees and union stewards to resolve grievances; coordinates and consults with Manager and Labor Consultant or Attorney as necessary.
- Creates, maintains and distributes the stand-by schedule.
- Reports structural and facility incidents and maintains communication with the District's insurance representative for any claims against the District.
- Develops accident prevention and loss control programs for the District; promotes and maintains a safe working environment.
- Ensures compliance with OSHA/WISHA and Department of Labor & Industries (L&I) regulations; investigates accident and injury claims; processes L&I claims and reports.
- Assists Water Quality Supervisor with water quality issues and chemical monitoring.
- Coordinates and responds to public information requests.
- Oversees the District's fleet and equipment management, including identifying equipment needs, developing replacement and procurement schedules, and working with the Equipment Committee to obtain necessary approvals for vehicle and equipment purchases.
- Other duties as assigned.
- Participates in District standby responsibilities.

SUPERVISORY RESPONSIBILITIES:

Supervisory responsibilities include, but are not limited to, managing subordinate supervisors; Field Superintendent, Shop Supervisor, Pump Supervisor, and Safety Supervisor. Although the Field Superintendent oversees the Construction Crew and both Watermaster Sections and their associated departments, overall direction, coordination, planning, and evaluation of these personnel and departments remain the responsibility of the O&M Manager.

JOB REQUIREMENTS:

The following job requirements are representative of the education, experience, knowledge, skills, and abilities required to successfully perform the duties of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by college course work in civil, agricultural, mechanical, waterworks, irrigation and/or construction technology, or related field.

Experience: Five years of increasingly responsible experience in irrigation system maintenance and/or irrigation system operation or in the installation, construction, repair and maintenance of irrigation or water systems, including one year of lead responsibility.

Knowledge/Skills/Abilities:

- Solid knowledge of Federal and State employment laws and regulations.
- Principles and practices of irrigation facilities operations.
- Methods, materials, practices and equipment generally used in the operation, construction, maintenance, and repair of open and closed irrigation supply and distribution systems.
- Equipment, tools and materials used in irrigation facilities operations and maintenance.
- Principles of supervision, training and performance evaluations.
- Principles and practices of channel hydraulics.
- Principles and practices of vegetation management.
- Solid knowledge of Federal and State workplace safety laws and regulations, including OSHA/WISHA, L&I and DOT.

- Strong computer skills, including proficiency in Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) preferred.
- Effective oral and written communication skills.
- Self-motivated; able to start and complete projects and tasks with minimal supervision.
- Excellent interpersonal skills.
- Demonstrated skills in team leadership, project management and problem solving.
- Strong knowledge of the East Columbia Basin Irrigation District and Columbia Basin Project.

Other:

- Must display a positive attitude, and promote team work.
- Must display a courteous, respectful and tactful manner with supervisor, public and co-workers.
- Must follow all District safety policies.
- Acceptable driving record (MVR must be provided as a condition of hire).
- Must pass a criminal background check and pre-employment drug screen as a condition of employment.

Physical Demands:

The 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.

- Must have manual dexterity such as necessary to operate a personal computer keyboard and mouse.
- Must be able to communicate clearly, both orally and in writing.
- Must be able to work and drive in all weather conditions and traverse in varied types of terrain.
- Must be able to lift or move up to 25lbs occasionally.

Working Conditions:

This position will expose the worker to environmental conditions found both indoors in an office setting and outdoors.

- May occasionally be exposed to extreme temperatures (heat and cold).
- May be required to work in close quarters and cramped spaces.
- May be exposed to fumes, odors, dust and other pollutants.
- May occasionally be exposed to hazards such as rapidly moving water.
- May be exposed to heights up to 20’.
- May be exposed to loud noise levels.

Compensation:

Wage: TBD, dependent on qualifications

Benefits:

- Health Insurance
    - Including medical, dental and vision
- Basic life insurance, Accidental Death & Dismemberment (AD&D) and long-term disability
    - Supplemental life, AD&D and long-term disability insurance available
- Annual & Sick Leave
- Nine paid holidays, two 3 ½ hour Holidays, one Floating Holiday

- WA Public Employees Retirement System
- Voluntary Washington Deferred Compensation Program

This is a full time position located in the District's Main Office in Othello, WA. Working hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. Occasional after hours and weekend work may be required. Travel outside the District may be required to attend conferences and/or trainings. (Expenses reimbursed for District travel)

The Assistant Manager of Operations and Maintenance position is classified as a management position and is not covered by the labor agreement (See Section II.d. of the Personnel Practices and Procedures Manual). The incumbent works under the direct supervision the Secretary-Manager. The Assistant Manager of Operations and Maintenance is an at-will employee.