

SUBJECT:	Job Description	DATE:	JUNE 2009
DEPT:	Operations & Maintenance	SUPERSEDES:	
TITLE:	Operations Personnel	PAGE:	1 of 5

Series

Operations Personnel A, Senior Master  
 Operations Personnel B, Master  
 Operations Personnel C, Senior  
 Operations Personnel D, Junior  
 Operations Personnel E, Entry II  
 Operations Personnel F, Entry I

PRIMARY FUNCTIONS:

Under supervision of the Operations Manager or their designee, to perform a wide variety of highly skilled, semi-skilled and unskilled work connected with the field construction and maintenance activities of an irrigation system; to regulate the flow and distribution of irrigation water; to operate a variety of light, medium and heavy power-driven equipment used in the construction and maintenance of irrigation projects and canals; to perform construction and maintenance work on canals and irrigation pipe; and to perform related work as required. All classifications of Senior and above have responsibility for orientation, training, and other assistance to incumbents of lower-level classifications

DISTINGUISHING CHARACTERISTICS:

Operations Personnel A: This is the Senior-Master level of the craft series. Incumbents are expected to proficiently perform the full scope of skilled work with minimum supervision from the supervisor. Employees may be considered for a vacancy at the Senior-Master level following a minimum of five years of successful experience at the Master (B) level. Additional responsibilities at the Senior-Master level include performing the basic duties of the Field Superintendent on a temporary basis. No more than two employees will hold this position.

Operations Personnel B: This is the Master level of craft series. Employees may be considered for a vacancy at the Master level following a minimum of five years of successful performance at the Senior (C) level. Incumbents are expected to proficiently perform the full scope of skilled work with minimum supervision from the supervisor. Incumbents are expected to be able to operate and control all of the water delivery system, as well as, be proficient in the operation of all the District's heavy and light equipment. Additional responsibilities at the Master level include project planning, coordination, and

the individual assignment and performance appraisal of other crew members. Operators have responsibility for orientation, training, and other assistance to incumbents of lower level classifications. Unrestricted Class A license required.

Operations Personnel C: This is the Senior level of craft series. Employees may be considered for a vacancy at the Senior level following a minimum of five years successful experience at the Junior level and demonstration of aptitudes which would indicate a reasonable expectancy of future successful performance at the master level. Incumbents are expected to proficiently perform the full scope of skilled work with minimum supervision from the supervisor. Incumbents are expected to be able to operate and control all of the water delivery system, **OR**, be proficient in the operation of all the District's heavy and light equipment. Additional responsibilities at the Senior level include performing all of the duties of the master level class but remain in a learning status in either equipment operations, or water operations, and, therefore, are not held to the same standard of proficiency. Operators have responsibility for orientation, training, and other assistance to incumbents of lower level classifications. Unrestricted Class A license required.

Operations Personnel D: This is the Junior level of craft series. Employees may be considered for a vacancy at the Junior level following a minimum of five years successful experience at the Entry level and demonstration of aptitudes which would indicate a reasonable expectancy of future successful performance at the senior level. Incumbents are expected to be able to operate and control a major section of the water delivery system and are responsible for ensuring proper flow and delivery of water to various contract entities, **OR**, be able to operate all of the District's heavy and light equipment. Additional responsibilities at the Junior level include performing all of the duties of the Senior level class but remain in a learning status in either equipment operations, or water operations, and, therefore, are not held to the same standard of proficiency. Unrestricted Class A license required.

Operations Personnel E: This is the Entry level II of craft series. Incumbents may perform any, or any combination of, duties of the junior but are in a training capacity and, therefore, are held only to a moderate standard of proficiency. Employees may be considered for a vacancy at the Entry level II upon demonstration of aptitudes which would indicate a reasonable expectancy of future successful performance at the Junior or Senior level. Employees starting out in the Entry level II position must obtain their unrestricted Class A license on a timetable set forth by the Operations Manager.

Operations Personnel F: This is the Entry level I of craft series, which is the normal entrance level into operations & maintenance department employment. Incumbents will be expected to perform any or, any combination of, unskilled tasks performed by other personnel in the craft series. Applicants may be considered for a vacancy at the Entry level I, upon demonstration (through prior work references or other means) of sufficient skills relating to work diligence and physical ability. In order to be considered for promotion from the Entry level I position, employees must obtain their unrestricted Class A license.

## TYPICAL DUTIES:

All Classifications: (1) Pour concrete structures for headgates, canal lining, diversions, and bridges; (2) Lays and repairs concrete and plastic pipe; (3) Places new and repaired water control gates, diversions, and meter boxes; (4) Repairs leaks in pipelines; (5) Builds, places, knocks and turns forms; (6) Mows, rakes (and otherwise cleans and clears) canal banks; (7) Breaks up concrete and places rip-rap; (8) Sprays and burns weeds; (9) Places and operates pumps; (10) Operates, cleans, and services vehicles and other specialized equipment; (11) Prunes trees and repairs fences; (12) Stocks truck with necessary tools, supplies, and equipment; (13) Performs tasks involving rough carpentry, fabrication (including welding), and cement finishing; and, (14) Operates and performs field repair on special purpose machinery and equipment.

Classifications A thru E -Water Operations: (1) Receives orders for water to be delivered; (2) Posts orders in daily water records; (3) Plans water traffic pattern daily to ensure water delivery at each designated location in the ordered amounts at the proper time (4) Monitors and coordinates water distribution throughout the system. (5) Diverts water in accordance with schedules and regulates elevation of ponds in order to establish appropriate pressure for subsequent deliveries; (6) Records gate settings and measurements at time of diversion. (7) Closes gates of completed deliveries or resets for continuation as applicable. (8) Patrols runs as required in order to detect excessive loss, enforce regulations, and identify conditions which could have an adverse effect on the system. (9) Performs minor maintenance duties and adjustments to ensure proper water flow including removal of brush and trash from structures. (10) Communicates by radio; (11) Reads recorders and gauges; (12) Prepares and transmits various reports concerning operations; and (13) Serves as the District's representative to the public within the assigned area. (14) Treats the District's canal systems with appropriate chemicals.

Classifications A thru E - Equipment Operations: (1) Operates the District's major gasoline and diesel power-driven construction equipment; (2) Digs and backfills canals and ditches during pipeline or canal installations; (3) Removes trees; (4) Repairs breaks; (5) Performs servicing, preventive maintenance, and field repairs; (6) Performs duties of maintenance and construction worker when the nature of the job does not require constant equipment operation; and, (7) May perform maintenance and repairs in shop.

## EMPLOYMENT STANDARDS:

Education and Experience: (See Distinguishing Characteristics). Prefer high school graduate.

Licensing: California driver's license (Class A – Classifications A thru D; Class C – Classifications E and F); California Commercial Applicator Certification (at Classification A thru C) if applicable.

Other: Operations Personnel who are assigned to Water Operations on a regular basis (Classifications A thru E), must reside within a reasonable location of the facility they are operating. Acceptable locations for residence include the Cities of Tulare, Porterville, Tipton and Pixley. Final discretion as to location of residence and corresponding

accessibility to facilities resides with the General Manager. Employees who change their place of residence while assigned to Water Operations may forfeit their job classification.

Typical Responsibilities:

Knowledge of:

All Classifications: Basic mathematics, basic mechanical and electrical operation of machines; techniques employed in construction, maintenance and repair of irrigation canals, headgates, turnouts, diversions, pipelines and related facilities; practices, tools and equipment used in irrigation distribution systems; crops and their water requirements; water coordination methods and techniques; general agricultural practices in the San Joaquin Valley; principles and techniques of supervision; basic federal, state, and local safety regulations; and District policies and operating procedures.

Classifications A thru E: Principles of basic civil engineering blueprints and profiles; mechanical, operational, and maintenance procedures for diesel and gas powered construction and maintenance equipment; geographical layout of the system

Ability to:

All Classifications: Operate wheel tractors; mowers; fork lifts; stationary cranes; air blowers; generators; trucks and trailers; weed burners; spray rigs; power saws, hammers, shredders, and grinders; arc and acetylene welders; sprayers; cement mixers; and use a wide variety of hand tools; Diagnose failures in irrigation systems; Anticipate problems relating to construction and maintenance activities; Anticipate problems relating to water delivery; Look out for, and effectively work with, other personnel and the general public; Maintain cooperative working relations with other personnel and the general public; Exercise appropriate methods of communication including reading and writing instructions; Incorporate safe practices into performance of job duties; Work out of doors at all times of the year (under conditions of extreme heat, cold, and dust, etc.); Perform very heavy manual labor in connection with digging, lifting, climbing, etc.; Effectively demonstrate the application of all skills, knowledge, and aptitudes required to carry out the duties and responsibilities cited above; and Work on a steady state basis (7days per week) for several weeks or months duration dependent on the characteristics of the water year.

Classifications A thru E: Operate mobile cranes, dozers and other track tractors, graders, and backhoes (Classifications A thru C requires proficiency in all of the foregoing types of machines); Anticipate problems relating to construction and equipment (including development and implementation of solutions); and anticipate problems relating to water delivery (including development and implementation of solutions).