

CANAL OPERATIONS SUPERVISOR

Definition:

Under general supervision to plan, direct and coordinate the distribution canal operators and canal cleaning crews; to monitor and regular water flows through raw water system; to do related work as required.

Distinguishing Characteristics:

This is the supervisor level class in the canal operation series. This class requires broad knowledge of the raw water system and its operation. It also requires the ability to prepare and implement work plans and budgets and to establish and implement work standards and train employees in proper procedures and methods. This is a working supervisor class and the duties require frequent walking on uneven terrain, bending, stooping and climbing; working in all types of weather, driving an Agency vehicle both off-road and on; frequent use of radio and telephone equipment; oral and written communication with managers, customers, employees and other Agency staff; work with hazardous chemicals on a regular basis.

Examples of Duties:

- plan, direct and coordinate the work of the canal operators;
- schedule and assign specific duties;
- supervise, evaluate and assist the canal operators;
- regulate water flow through raw water system;
- plan, direct and coordinate the work of crews cleaning canals;
- patrol canals; make locks and unlocks on services;
- notify customers of water shut downs;
- respond to customer complaints and inquiries, maintain records of water flows, deliveries, interruption and problems, prepare various reports, conduct investigations, assist in preparing and administering annual budget;
- take field measurements and prepare job sketches and estimates;
- coordinate canal operations with other organizational units and outside agencies;
- train and evaluate staff, assist in selection of new staff, establish and maintain safety standards; monitors and regulates copper sulfate program;
- respond to emergency calls as needed;
- requisition supplies and equipment; coordinate with and cross train with maintenance staff, may serve for absent Field Superintendent and perform related duties as required.

Qualifications:

Knowledge of:

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- standard practices for the operation and maintenance of canals;
- basic mathematics;
- broad knowledge of the Placer County raw water system;
- principles of supervision and training;
- budget procedures;
- safe working procedures and laws as applied to canal operations;
- operation of canal gauging devices;
- copper sulfate programs, usage and procedures.

Ability to:

- handle problems involving customers courteously and effectively;
- write clear and concise reports;
- read plans, maps and sketches;
- follow oral and written directions;
- direct the work of Canal Operators;
- operate a motor vehicle skillfully and safely;
- prepare and administer annual budget for canal operations;
- plan, organize and schedule the work of others;
- anticipate for and plan responses to emergency situations;
- evaluate work plans and projects and employee performance;
- recommend appropriate responses to operational situations and employee behavior;
- gauge canal flows accurately.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school and five years in water systems operations or maintenance, at least two of which must have been with the Placer County raw water distribution system.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Certification in Water Distribution, Grade II is preferred.