

**CENTRAL UTAH WATER CONSERVANCY DISTRICT**  
**Job Description**  
**Revised: January 2018**

**JOB TITLE:** Operation and Maintenance Area Manager

**REPORTS TO:** Operation and Maintenance Manager

**STATUS:** Exempt-Administrative

**JOB SUMMARY:**

This position is responsible for managing, accounting and delivering water through Central Utah Project and District facilities in a specific field area, and for maintaining these facilities by use of industry standard operation, maintenance and asset management practices.

**ESSENTIAL FUNCTIONS:**

1. Coordinate operations with District, partner and regulating agencies, river commissioners, system users, etc. to determine need, quantity, and use of project and non-project water; ensure efficiency of system operations meet expectations.
2. Cooperate and work with water users in connection with inquires and complaints. Attend various meetings dealing with water system operations; develop professional and proficient relationships with water users, organizations, and private individuals.
3. Supervise and perform water accounting and data collection in a manner consistent with the reporting needs, accuracy, and expediency of a major water agency. Assist in preparation of invoices and reports on water deliveries, augmentation, and power interference for appropriate agencies; supervise pesticide applications and account for pesticide usage.
4. Supervise and perform repair and maintenance of equipment and facilities; work and coordinate with contractors and consultants on various construction and repair projects; assist inspectors to ensure quality control during all phases of construction operations and review inspection reports; review drawings and contractor submittals; assure as-built documentation is completed by contractors and review documentation for accuracy; procure materials and services for office and project operations.
5. Monitor financial status of area: provide analyses of cost and expense trends; develop financial plans for major repair and replacement projects; assist with annual division budget preparation.
6. Supervise area operations being monitored and performed by the Supervisory Control and Data Acquisition System (SCADA).

7. Possess a knowledge of industry standard asset management practices and supervise the continuation of area asset management practices.
8. Oversee compliance with Reclamation Reform Act (RRA) regulations; compile crop reports and other water user reports as required by the United States (if applicable in area).
9. Supervise two or more operators; conduct employment interviews and performance reviews; identify training needs; determine annual merit increases; recommend discipline, hiring, and termination of assigned staff; develop, organize, and coordinate operational and maintenance work schedules; coordinate operation and maintenance staff usage with other area managers.
10. Possess a knowledge of industry standard safety practices: oversee employee safety; oversee/conduct regular safety training and implement various safety programs; oversee area emergency preparedness program.
11. Respond to and coordinate call out activities during evenings, overnight, early mornings, weekends and/or holidays.
12. Evaluate water levels and snowpack, and make appropriate recommendations, flow changes, and diversions.

**MARGINAL FUNCTIONS:**

Guide tours of area project features.

Administer various contracts.

Perform other related duties as assigned.

**REQUIREMENTS:**

Ability to gather and analyze data from various sources, i.e., instrumentation readings, meters, etc., by use of computer spreadsheet or database programs.

Ability to use/operate a pen, pencil, PC, and various computer software including word processing, spreadsheet and graphic presentation.

Ability to consistently and accurately perform arithmetic and algebraic computations; to compute ratio, proportion, and percentages; to calculate surfaces, volume, weights, and measures.

Ability to effectively communicate or transmit data (by whatever means) to applicable agencies in a clear and concise manner.

Ability to perform flow changes and diversions at various operation structures; ability to communicate with those agencies requesting changes, calculate the effects of the change, order the water, drive to remote sites, and operate appropriate equipment to effect the changes.

Ability to drive a District vehicle and maintain a valid driver license.

Ability to perform various instrumentation readings using associated equipment.

Ability to train O & M personnel on appropriate and correct operation, maintenance, and safety procedures.

Ability to respond to call outs during evenings, early mornings and/or weekends and holidays; to work over 40 hours per week as needed to complete job projects or control job situations.

Ability to troubleshoot and direct various maintenance activities at facilities including pipeline repair, coatings and corrosion protection, electronic and instrumentation repair, concrete repair, structure repair, etc., which repairs may require welding, fabricating parts, oil changes, etc.

Ability to plan, schedule, attend and conduct various meetings to coordinate and complete needed operation, maintenance, and management work of various water systems.

Ability to survey, monitor, inspect and identify O & M and right-of-way encroachment problems on storage and conveyance facilities by walking or driving the facility right-of-ways.

Ability to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces or high elevated places.

Ability to ascend or descend ladders, pipes, structures, stairs, and traverse mountainous/irregular terrain, using feet and legs and/or hands and arms. Body agility is emphasized.

Ability to stoop (bend body downward and forward by bending spine at the waist), kneel (bend legs at the knee to come to rest on knee or knees), crouch (bend body downward and forward by bending leg and spine), crawl (move about on hands and knees or hands and feet), and reach (extend hand(s) and arm(s) in any direction) to lift objects, inspect and/or repair various facilities.

Ability to exercise close vision and adjust focus when taking instrumentation readings, recording data; depth perception and peripheral vision required to operate various equipment, use various tools, and drive various vehicles, traverse rough or mountainous terrain, and climb on, in or through facilities.

Ability to be subject to outside environmental conditions with no effective protection from weather; subject to extreme heat (temperatures above 95 degrees) or extreme cold (temperatures below 32 degrees) for 3-4 hours at a time.

Ability to perform heavy work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Ability to be subject to noise in the various operation of equipment (generator structure, welder, grinder, drill, band saw, cutting torch, etc.)

Ability to be subject to vibration; exposure to oscillating movements of the extremities or whole body when operating equipment.

Ability to work in confined spaces, i.e., pipes, tunnels, hatches, etc.

Ability to work near moving mechanical machinery, perform work in high places or on or near bodies of water (rivers, ponds, reservoirs, canals, etc.).

Ability to wear a respirator and other safety equipment when air conditions could affect the respiratory system or the skin, i.e., fumes, odors, dusts, mists, gases or poor ventilation.

Ability to research and provide appropriate safety training for various O & M work assignments.

Ability to conduct employment interviews and performance reviews; to give relevant advice, counsel, or instruction to employees on both work and administrative matters.

Ability to provide employee coaching and implement disciplinary measures when necessary.

Ability to prepare and manage a department budget.

Ability to solve practical problems and deal with situations where only limited standardization exists; to interpret complex instructions.

Ability to read (by sight or braille) and comprehend periodicals, journals, instructions, operation manuals, contracts, agreements, etc.

Ability to prepare business letters, memos, proposals, summaries, and reports; using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; using all parts of speech.

Ability to clearly communicate in panel discussions and meetings and to prepare and make presentations with poise and control.

Ability to perform assignments of a complex nature and give technical guidance to subordinates.

Ability to be a leader and be responsible for the direction, control, planning, organizing, directing, supervising, and making final decisions.

Ability to be precise, thorough, exacting, or meticulous in regard to material work; or in activities such as numerical determinations, record preparation, reading instrumentation, or inspecting.

Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or in situations in which working speed and sustained attention are critical aspects of the job; to be subject to danger or risk, or to tension as a regular part of the job.

Ability to perform a variety of duties, often changing from one task to another of a different nature, without loss of efficiency or composure.

Ability to identify task requirements, prepare a work plan, and progress toward task completion.

Ability to receive guidance and supervision; to follow instruction, work rules, safety practices, and work procedures; to meet deadlines, punctuality and attendance standards, etc.

Ability to systematically identify and define problems, evaluate alternatives, and implement cost-effective solutions.

**EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:**

Bachelor degree in a field related to job tasks plus five years of experience related to job tasks, or an equivalent combination of education and experience. Valid Utah Driver's License is required. Grade IV Distribution certification required within 2 years of hire.