

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Field Coordinator
FLSA: Exempt
GRADE: E4
SUPERVISOR: Division Manager, Water Operation Manager
DEPARTMENT: Division Field Offices

Position Summary:

Ensures water delivery, facilities and water control structures are being operated correctly, efficiently, and in accordance with engineering design specifications. Supervises ISO staff, ensures compliance with District Water Delivery Policy, and proper water scheduling. Supervises and coordinates the activities of laborers and ISOs in the construction, cleaning, maintenance and repair of canals, drains, water control structures, and other District facilities. Assists the Division Manager in supervision of all Division staff.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Conducts field inspections to establish priority of work to be completed.
- Prioritizes, assigns, and schedules work activities and projects, monitors workflow.
- Assists with and verifies the maintenance of proper irrigation delivery schedules by ISOs, and communicates daily water demand to Hydrology staff.
- Verifies the timely maintenance of irrigation delivery logbooks (written and electronic) by ISOs
- Coordinates ISO schedules with maintenance schedules ensuring efficient and effective resources to complete work.
- Ensures the District possess an adequate supply of spare parts by monitoring the supply of spare parts, and establishing minimum and maximum stock levels of parts required.
- Assists in conducting the annual inventory of all property equipment and supplies.
- Ensures goals and objectives of projects are accomplished according to time constraints and budget limitations.
- Supervises labor crews during construction of various structures including concrete bridges, head walls, and water control structures.
- Works with ISOs and division managers to resolve problems with ditches and canals.
- Assists in the evaluation and assessment of facilities and operating needs for budgeting purposes.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Responds to emergencies such as canal breaks, overflows, and/or plugged crossings in a timely manner to prevent destruction or damage to private, public and District property.
- Monitors water levels and rates of flow to ensure proper facility operation..

- Monitors weather and other environmental conditions to ensure safe facility operation.
- Implements and observes safety rules to ensure and maintain a safe work environment.
- Hosts regular staff meetings and briefings to ensure communication among personnel.
- Maintains professional and technical knowledge by attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Keeps abreast of new technologies in order to provide tools for efficiency in daily operations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School diploma or GED, general knowledge of hydrology and three years supervisory experience involving the application of construction, equipment and maintenance techniques; or equivalent combination of education and experience. Commercial Driver's License (CDL) preferred. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check. Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- materials, methods, practices and equipment used in maintenance and construction activities
- basic hydrologic principles, including flow measurement and the correct use of a various water control structures (weirs, gates, etc.)
- the capability and application of various heavy equipment
- basic concrete construction, forming, and placement techniques and practices
- basic surveying techniques
- proper safety and lifting techniques

Ability to:

- communicate effectively, both verbally and in writing
- maintain confidentiality
- carry out instructions furnished in verbal or written format
- handle multiple tasks, work independently and meet deadlines
- develop and maintain positive working relationships with district employees and the public
- demonstrate excellence in everything, and continually seek improvement in results
- define problems, collect data, establish facts, and draw valid conclusions

Skill in:

- operating tools and equipment
- analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- supervising, training, and evaluating assigned staff

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to smell. The employee must occasionally lift and/or move up to 125 pounds.

Work Environment:

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Travel within the District area is required for completing work orders and working in sensitive and/or hazardous areas is common. Required to be on call after normal work hours and remain accessible in order to respond to emergencies.