

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Chief Operations Officer (COO)
FLSA: Exempt
GRADE: 97
SUPERVISOR: Chief Engineer/CEO
DEPARTMENT: General Office
Established: October 2016, Revised April 2020

Position Summary:

Under general direction of the CEO/Chief Engineer manages projects, programs, activities, and staff involved in the operation, maintenance, control, delivery and drainage of an open channel raw water system; implements goals, objectives, and policies regarding water engineering and related services, including development of standards and methods to continuously improve service and operational efficiency in a safe manner while managing the costs of operations and maintenance.

Distinguishing Characteristics:

The incumbent is required to have extensive irrigation and drainage experience as a registered professional engineer and must have a post-secondary degree in civil or agricultural engineering, hydrology or related field. A high level of demonstrated experience in excess of ten (10) years is desired and additional professional certifications related to the agricultural, water or stormwater management or irrigation district operations fields will be weighted accordingly as part of the candidates' qualifications.

Will be required to participate in and present at Board of Directors sessions or related meetings.

The incumbent in this classification is required to make themselves available after hours to respond to workload or events regarding water engineering activities or emergency situations.

Essential Duties & Responsibilities:

The examples of essential functions listed below are representative but not necessarily exhaustive or descriptive and may be assigned other related functions not listed herein if such functions are a logical assignment for the position.

- Manages, prepares, and determines program objectives and requirements, organizes programs, and develops standards and guidelines for diverse operational and complex services and activities; and confers with the department/division managers on issues and responsibilities within the section.
- Plans and coordinates work activities and supervises subordinate supervisors and contractors involved in the design, construction, operations and maintenance of canals, laterals,

structures, reservoirs, management of projects and associated equipment; ensures adherence to performance contracts and time completion schedules through five field divisions and the engineering division.

- Directs the development of project scope, justifications and economic analyses of projects; prepares, or directs the preparation of estimates for labor, material and construction costs for irrigation and drainage system improvement and expansion.
- Directs the preparation of specifications and standards for the purchase and use of materials and equipment; and directs through subordinate supervisors, the preparation of designs and specifications of equipment and materials.
- Supervises and reviews field and office investigations and the design of irrigation and drainage channels and related structures; prepares reports and makes recommendations for major civil engineering investigations, construction projects and ensures conformance with drainage policy.
- Assists with the evaluation of properties and developing irrigation delivery and drainage system structures for proposed expansion of service area; and directs, through subordinate supervisors, the preparation of geographical information used in preparation of site designs, accounting, and associated appurtenant.
- Assures that data collection, design, construction, contract management, and associated operations and maintenance complies with the highest level of professional engineering standards for the state of the industry as well as internal policies, standards and guidelines.
- Develops with the participation of subordinates, budgets covering assigned area of responsibility, including budget tracking and control measures; prepares or directs subordinates in the preparation of reports; and presents reports to management and Board of Directors.
- Acts as liaison with other governmental agencies with respect to project implementation and developing cooperative relationships with those agencies, including the Bureau of Indian Affairs and the Six Middle Rio Grande Pueblos, the US Bureau of Reclamation, US Corps of Engineers as well as the four county governments and multiple local jurisdictions that the Middle Rio Grande Conservancy District boundary is within.
- Consults with staff and engineering contractors to assemble and prepare proposals for approval of project plans that affect facilities; and coordinates civil engineering and construction requirements.
- The COO is the CEO's and Board of Directors' representative to assure that the District's safety policies are up to industry standards and implemented throughout the organization. The COO, CFO and CEO will work closely with insurers to manage risk and control premium rates.
- Participates or assists in the selection of employees, in conformance with district policy and procedures.

Marginal Duties and Responsibilities:

- Directs, through subordinate supervisors, the preparation, retention and archiving of drawings and associated information; ensures copies of designs and drawings are retained in a secure area.
- Directs the preparation of data submitted to the real estate section to obtain necessary easements.
- Performs special studies or other duties, as required.

Supervisory Responsibilities:

- Directs through subordinate supervisors who supervise employees within the various sections within the Divisions and other departments within the General Office. Incumbent is responsible for overall planning, development, organization and administration of the day-to-day operations of District operations at both the Divisions and General Office levels.
- Carries out management responsibilities in accordance with District policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, developing, organizing and administering department mission; appraising performance; rewarding and disciplining employees; addressing customer complaints and resolving problems.
- Evaluates employee job performance and recommends personnel actions such as promotions, merit increases and disciplinary actions.

Minimum Qualifications:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- New Mexico Professional Engineer (P.E.) License required.
- Bachelor's degree in Civil or Agricultural Engineering, Hydrology, or related field is preferred and highly desirable.
- Experience: Ten (10) plus years of increasingly responsible in design, planning, construction and operations/maintenance experience in irrigation, drainage, canal, levees, and flood control projects required
- Experience in planning, design and construction engineering, operation and maintenance of public infrastructure projects desirable.

Knowledge, Skills and Abilities:

Knowledge:

Engineering principles and practices as applied to hydrologic and hydraulic planning and development, design, construction, operation and maintenance of irrigation and drainage facilities; system planning; operating policies and regulations; specification and cost estimate procedures; State of New Mexico Water Code and Construction Orders; federal, state and local rules, regulations; inspection requirements governing structure and facility design; water rate schedules and water utility rate economics; district water system and service area; computer and appropriate software applications; principles and practices of business management and supervision; safe work practices.

Skills/Abilities:

Supervise, direct, coordinate and control through subordinates the duties of operations and professional personnel; conceptualize engineering problems and design effective solutions; conduct studies to determine clarifications; read, analyze and interpret scope of work, contracts, general business periodicals, technical procedures and governmental regulations; write reports, letters, business correspondence, and procedure manuals; prepare oral and written reports clearly and concisely; set priorities; conduct independent research; apply advanced mathematical concepts such as exponents,

logarithms, and quadratic equations, frequency distribution, determination of test reliability and validity, analysis of variances, correlation techniques, sampling theory and factor analysis; solve practical problems and deal with a variety of variables in situations where only limited standardization exists; travel by automobile and airplane to various destinations, and stay overnight; understand safety rules and regulations and work safely; be prompt and regular in attendance; maintain effective relations, work courteously and cooperatively with Board of Directors, vendors, agency representatives, employees, consultants, contractors, industrial and business community representatives, water users, contractors, vendors, landowners, agency representatives and the general public.

Tools and Equipment Used

General office equipment, computer, copier, fax machine, telephone, calculator, reference books, manuals and vehicle.

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.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; use hands to finger, handle, or feel objects, tools, or controls; the employee is occasionally required to walk, stand; reach forward, downward and upward with hands and arms; the employee is rarely required to climb stairs, and must maintain balance during this activity.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently work in a well-lighted office environment with climatically controlled temperatures; the employee is occasionally exposed to outside weather conditions including direct sunlight; fumes, smoke, dust and airborne particles.

The noise level in the work environment is usually moderate.

An employee in this category will be exposed to physical demands requiring strength, coordinate and dexterity only on occasion.

Work Environment:

Work may performed in an office setting with a moderate noise level or performed outdoors while observing work sites. Tight time constraints and multiple demands are common. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged 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. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.

MIDDLE RIO GRANDE CONSERVANCY DISTRICT (MRGCD)



EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. The MRGCD provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

Employees of the MRGCD are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the MRGCD's elected officials. Each employee is expected to conduct himself / herself in a manner which reflects favorably upon the MRGCD and recognize that our employees are subject to additional public scrutiny in their public and personal lives. To be considered for employment with the MRGCD, all applicants must fully complete an employment application, regardless of whether the applicant also submits his or her resume.

PLEASE PRINT IN INK

NAME <small>(As it appears on Social Security Card / Work Permit Card)</small>	Last First M.I.		
ADDRESS			
CITY, STATE, ZIP			
HOME TELEPHONE		E-MAIL	
DAYTIME TELEPHONE	ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER NAMES YOU HAVE USED:			
POSITION APPLIED FOR:		SALARY REQUIREMENTS:	\$
REFERRED FOR THIS POSITION BY:		DATE AVAILABLE:	
HAVE YOU EVER BEEN EMPLOYED BY THE MIDDLE RIO GRANDE CONSERVANCY DISTRICT? <input type="checkbox"/> NO <input type="checkbox"/> YES WHEN? DEPARTMENT: SUPERVISOR: REASON FOR LEAVING:			
ARE YOU RECEIVING A PERA (NEW MEXICO PUBLIC EMPLOYEES RETIREMENT ASSOCIATION) PENSION? <input type="checkbox"/> NO <input type="checkbox"/> YES			
DO YOU PRESENTLY HAVE RELATIVES WORKING FOR THE MRGCD? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, NAME OF RELATIVE AND RELATIONSHIP.			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT <input type="checkbox"/> NO <input type="checkbox"/> YES If Yes, Give location, date, charge and disposition of case(s) on a separate page	IF APPLYING FOR A POSITION WHICH REQUIRES DRIVING A VEHICLE, PLEASE PROVIDE THE FOLLOWING INFORMATION: I HAVE A VALID DRIVER'S LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO D.L.# STATE		IF HIRED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO

U.S. MILITARY SERVICE

If you have served in the U.S. Military, please provide the following information:

Branch of Service

Dates Served: From: _____ To: _____

EDUCATION / SKILLS

EDUCATIONAL LEVEL	NAME	CITY	STATE	CIRCLE YRS. COMPLETED	UNITS COMPLETED	DEGREE	MAJOR
HIGH SCHOOL				9 10 11 12			
COMMUNITY or JUNIOR COLL				1 2			
				1 2			
BUSINESS or TRADE SCHOOL				1 2			
COLLEGE or UNIVERSITY				1 2 3 4			
				1 2 3 4			
				1 2 3 4			
GRADUATE SCHOOL							

COMPUTER SOFTWARE SKILLS

COMPUTER SOFTWARE	Name of Software	Your Proficiency With The Software
Word Processing		<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Spreadsheet		<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Database		<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar
Other		<input type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar

LICENSES / CERTIFICATIONS / ORGANIZATIONS

PROFESSIONAL LICENSES and CERTIFICATIONS (Job Related)	TYPES OF LICENSES and CERTIFICATES	DATE ISSUED	REGISTRATION NUMBER	STATE	EXPIRES MO / YR
PROFESSIONAL, SCHOLASTIC and OTHER ORGANIZATIONS (Job Related) <small>Exclude memberships that indicate your race, religion, national origin, color, ancestry, sex, age, disability or veteran status</small>	NAME	DATE	NAME	DATE	

JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

EMPLOYMENT HISTORY

THIS PORTION OF THE APPLICATION MUST INCLUDE A MINIMUM OF 10 YEAR WORK HISTORY AND MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME

LIST YOUR MOST RECENT EMPLOYER FIRST INCLUDING U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK.
BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE _____
TYPE OF BUSINESS _____ REASON FOR LEAVING _____
BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE _____
TYPE OF BUSINESS _____ REASON FOR LEAVING _____
BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE _____
TYPE OF BUSINESS _____ REASON FOR LEAVING _____
BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE _____
TYPE OF BUSINESS _____ REASON FOR LEAVING _____
BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE _____
TYPE OF BUSINESS _____ REASON FOR LEAVING _____
BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

(ATTACH ADDITIONAL PAGE IF NECESSARY)

EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that does not pertain to pregnancy, childcare, disability or any other protected activity.

(ATTACH ADDITIONAL PAGE IF NECESSARY)

PROFESSIONAL REFERENCES

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

AUTHORIZATION AND AGREEMENT

I understand, as part of the Middle Rio Grande Conservancy District's employment procedure, a routine background inquiry may be made which will provide applicable information concerning my education, military records, my prior employment history and performance, as well as character and any criminal records.

I hereby give the Middle Rio Grande Conservancy District the right to make a thorough background investigation of my past employment, education, references, license status, if applicable, and past activities. I release from all liability all persons, companies, corporations and entities supplying such information, and I also release the Middle Rio Grande Conservancy District and any of its employees, agents, and representatives from any and all liability as a result of any inquiries made by the Middle Rio Grande Conservancy District while conducting this investigation.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorization forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any employment offer, contingent or otherwise, if that should occur, is intended to create an employment contract between the Middle Rio Grande Conservancy District and myself for either employment or for providing of any benefit. No promises or representations regarding employment have been made to me and I understand that no such promise, representation or guarantee, whenever made, whether written or oral, is binding upon the Middle Rio Grande Conservancy District unless made in writing by the Chief Engineer of the Middle Rio Grande Conservancy District. Further, I understand and agree that no document, communication, or publication issued by the Middle Rio Grande Conservancy District should be understood as, or construed as, extending such a representation.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe these Acts cover them are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Director of Human Resources.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitute valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. Any changes to this employment application will not be valid unless signed by me and a duly authorized representative of the Middle Rio Grande Conservancy District.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT _____ DATE _____



Middle Rio Grande Conservancy District EEO Questionnaire

The Middle Rio Grande Conservancy District is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, religion, color, sex, national origin, age, physical or mental handicap, or veteran status. We invite you to complete the following information to assist us in complying with Federal record-keeping requirements. Your responses shall remain confidential, be kept separate from your application and shall in no way affect a decision regarding your employment.

Name: _____

Position Applied For: _____ Date of Application: _____ Male Female

Veteran Status (skip this section if you have no U.S. military services)

- Non-Vietnam Era Veteran**
- Vietnam-Era Veteran** – A person who served on active duty for a period of more than 180 days. Any part of which occurred between August 5, 1964 and May 7, 1975
- Disabled Veteran** – A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Race/Ethnic Identification

- White** – Defined as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic** – Defined as a person of Mexican, Cuban, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- Black or African American** – Defined as a person having origins in any of the Black racial groups of Africa.
- American Indian or Alaskan native** – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Native Hawaiian or Other Pacific Islander** – Defined as person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** – Defined as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Two or more races** – Defined as all persons who identify with more than one of the above five races.

Handicapped

Do you have (1) a physical or mental impairment that substantially limits one or more major life activities, (2) a record of such impairment or (3) are you regarded as having such an impairment?

Yes No

Describe the nature of your handicap or disability

Identify the accommodation MRGCD could make that would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, alteration of certain duties relating to the job, or other accommodations.

Signature*

Date

*Electronic signatures will be accepted for the purpose of pre-hire EEO information