

Middle Rio Grande Conservancy District Classification Description



TITLE: Irrigation Systems Supervisor
FLSA: Exempt
GRADE: 80
SUPERVISOR: Irrigation Distribution Manager
DEPARTMENT: Water Distribution
ESTABLISHED: July 2007
REVISION: January 2021

Position Summary:

Ensures the prompt and adequate delivery of irrigation water to constituents within the District by supervising personnel engaged in scheduling water delivery, maintaining records of water usage, and ensuring ditches, drains and waste ways are in operable condition.

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

Essential Duties & Responsibilities:

- Oversight of Irrigation System Operators (ISOs), assigns and schedules ISOs. Monitors workflow, and adherence to MRGCD policies and procedures, reviews and evaluates job performance
- 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.
- Conducts field inspections to evaluate personnel and ensure that assigned areas of canals, waste ways, laterals, ditches and motorized gates are maintained properly and are kept secure and locked.
- Establishes priority of work to be completed; ensures repairs are completed according to schedule and time limitations.
- Ensures goals and objectives of projects are accomplished according to time constraints and budget limitations.
- May cover ISO area when the regular ISO is not available.
- Assists ISOs in scheduling and resolves scheduling conflicts among ISO service areas.
- Communicates ISO schedules to District Hydrologist. Assists Division Hydrologist to determine water needs.
- Ensures that ISOs maintain record of water usage and crops, and ensures that ISOs keep this information up to date throughout the irrigation season, by reviewing irrigation logs at least bi-weekly.
- Verifies that reports and census kept by the ISOs are accurate and complete.
- Makes recommendation on type of equipment required to maintain or enhance division productivity.
- Responds to emergencies such as ditch breaks, overflows, and/or plugged crossings in a timely manner to prevent destruction or damage to private, public and District property.
- Ensures that reports on all ditch overflow and spillage from irrigated lands for the division manager and the general office, within 24 hours of the overflow or spillage.
- Resolves issues and concerns regarding water delivery, operations or water charges by mediating complaint between users and the District; explains District policies and procedures.
- 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 and three years supervisory experience in the application of agricultural and irrigation principles, recordkeeping and customer service; or equivalent combination of education and experience. 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:

- the geographical location of ditches, canals, waste ways and laterals
- basic math to include addition, subtraction, division and multiplication
- irrigation techniques
- District policies and procedures relating to the use of water, prohibitions and penalties
- proper safety and lifting techniques

Ability to:

- communicate effectively, both verbally and in writing
- maintain confidentiality
- interpret applicable federal, state, county and local laws, regulations, and requirements
- 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 sit; climb or balance; and talk or hear. The employee must occasionally lift and/or move up to 75 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. Driving on paved and unpaved and/or uneven roadways 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.