

**KENNEWICK IRRIGATION DISTRICT
JOB DESCRIPTION**

OPERATIONS MANAGER

REPORTS TO: **Engineering & Operations Manager**
DATE: **February 2023**
CLASSIFICATION: **Exempt/Non-Union**

GENERAL SUMMARY:

Under the direction of the Engineering & Operations Manager, incumbent is responsible for the management and oversight of the daily activities of operations staff, including but not limited to: daily operations, maintenance, construction, facilities, safety, and other programs intended to enhance the operations of the Kennewick Irrigation District (KID) and its water delivery. Incumbent is responsible for the ordering and delivery of water from the Bureau of Reclamation into KID canals and distribution system, waste and spill of non-consumed irrigation water, and ensuring that KID water systems meet or exceed state and federal standards.

ESSENTIAL FUNCTIONS:

The following list reflects the essential job duties and responsibilities of this classification but should not be considered all-inclusive. The incumbent will be expected to perform other related duties as assigned.

1. Provides day-to-day leadership of staff.
2. Participates in the annual budgeting process and maintains cost oversight.
3. Develops staff and oversees their work performance and compliance with required safety and licensing programs.
4. Provides direct supervision to the Operations' Assistant, Superintendent, and Foreman positions, ensuring they carry out duties in an efficient and effective manner.
5. Implements safety and preventative maintenance programs for KID/Bureau of Reclamation irrigation canals and delivery systems.
6. Evaluates personnel work productivity and implements measures to continually improve work performance.
7. Implements and ensures compliance with preventative maintenance programs on all equipment, fleet vehicles, heavy machinery, and facilities.
8. Develops and utilizes staff training programs in the operation of equipment, systems, canal and pump operations, and safety.
9. Provides administrative duties for staff that include but are not limited to statistical reporting of work productivity and operational efficiency.
10. Directly assists with the development of current and future plans compatible with KID future plans and projections for customer growth and location.
11. Evaluates employee performance; takes appropriate actions to recognize outstanding positive performance and takes action as necessary for employee disciplinary issues.
12. Provides customer service interface for resolution of problems and improvements to the KID irrigation water delivery system.

13. Supervises preventative maintenance and improvement programs for infrastructure and equipment.
14. Maintains productivity and cost information through cost reporting that includes work-order tracking and labor cost allocation.
15. Drives KID vehicles in the course of duties.
16. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

Must have a Bachelor's degree in Operations Management, Construction Management, Business Administration, or a related field, with at least five years of experience in a supervisory role.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Ability to lead people. Knowledge of the laws, rules, and regulations controlling budgetary, fiscal, and contract requirements of irrigation districts. Knowledge, skills, and abilities in the operation, maintenance, and construction of irrigation or municipal system facilities. Exceptional attention to detail. Skilled in communication, and organization. Skilled in preparing clear and comprehensive irrigation district operations, maintenance, and construction reports, documents, recommendations, and proposals, verbally and in writing. Working knowledge of USBR contracts, and regulatory requirements for the operation, maintenance, and construction of irrigation facilities, including NPDES permits, CWA and pertinent RCWs, bargaining Union contracts, and other binding documents. Knowledge of construction, earthwork, and workplace safety programs for the design, operation, and installation of irrigation facilities. Knowledge of project budgeting, and project schedule development and management. Excellent understanding of operations, maintenance, construction, business, financial, and statistical record-keeping.

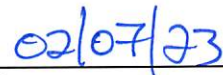
OTHER REQUIREMENTS

1. Washington State Personal Driver's License
2. An acceptable Washington State vehicle driving record

Approved:



Charles Freeman, District Manager/Board Secretary



Date

Confirmed by Board: February 7, 2023