

BRADFORD ISLAND RECLAMATION DISTRICT # 2059
JOB CLASSIFICATION DESCRIPTION

LEVEE SUPERINTENDENT

General Job Description

Under the supervision of the District Engineer, the Levee Superintendent shall perform a wide variety of tasks connected with the inspection, maintenance and repair activities of levee and water distribution facilities such as canals, ditches, pump, and related facilities. Maintain right-of-ways and all related District facilities. Maintains weed and pest control program; performs related work as required; responsible for fostering positive public relations in responding to questions and requests regarding levee inspection and maintenance; locates and delineates District facilities. Compiles records and reports as required, maintains District right-of-ways keeping them safe, clean and free of trespassers, trash, weeds and pests.

Prerequisite Qualifications

- High School Diploma or the equivalency thereof.
- Five (5) years of experience, or combination of training and experience, as a District journeyman, or comparable non-District position.
- Knowledge of capability and operation of construction tools and equipment.
- Knowledge of capability and operation of the District's levee and water transmission facilities of the entire district.
- Ability to obtain a valid Class "C" California driver license, satisfactory driving record and insurable by the District's insurance carrier.
- Knowledge of District rules and regulations governing the distribution of water.

Basic Work Hours

The specific number of hours required to work will vary from day to day and week to week depending on the specific tasks required. The position of Levee Superintendent is a part time position, and should be able to be performed in twenty (20) or fewer hours per week, excluding emergencies or other atypical situations. However, Levee Superintendent will be required to exercise discretion in determining how much time to spend on any given task and to work closely with the District Engineer to create a schedule for tasks. Overtime may be required at the direction of the District Engineer or District Manager, to ensure safe and reliable operation of District facilities.

Compensation

- This job is a "non-exempt" position and is paid an hourly wage.
- Pay days are bi-weekly.
- Starting wage is commensurate with experience.
- Sick leave is provided in accordance with California law.

Essential Job Duties

- Periodic visual inspections of District levees, reclamation canals, ditches and pumps.
- Operate and make minor repairs on the pumps of the District.
- Manage, oversee, and review the maintenance of the District levees, canals and ditches as performed by various other parties engaged by the District.
- Report directly to the District Engineer regarding the levees, pumps, canals and ditches of the District and the activities of other parties engaged by the District with regard thereto.
- As directed by the District Engineer and District Board of Trustees, make arrangements for minor maintenance and repairs to District's reclamation facilities, including but not limited to the grading of the roads on top of the levees, spraying the growth on the levees, cleaning out District

canals and ditches, and oversee said work to be sure that the maintenance and repairs are completed to and for the best interests of the District.

- Any additional duties and functions as may from time to time be authorized or requested by the Trustees of the District in connection with the District's reclamation works, including but not limited to the levees, pumps, canals and ditches.
- In times of emergency, arrange for and/or perform such repairs as may be necessary to protect the District's reclamation facilities and the lands within the District.
- Cleans ditches and drains, maintains grounds and facilities, performs basic weed and rodent control.
- Carries, moves, sets up, assembles and disassembles equipment, machinery, supplies, and materials.
- Operates light construction equipment; uses common hand and power tools.
- Supports when necessary the basic maintenance functions by performing Maintenance Worker duties when workload demands.
- Respond to emergencies, work irregular hours as needed.
- Operates canal system by visually inspecting canal water levels, removing debris, pump controls, reading and recording water measurements and flow, manually operating water control valves and other related control structures.

Examples of Duties

- Assists with a variety of inspection, maintenance, repair, and construction work on District levee and facilities.
- Performs brush clearing, weeding, and basic landscape maintenance.
- Loads and unloads materials and equipment.
- May learn maintenance, repair, and construction work in assigned work area.
- Responds to emergency repair requests.
- Records levee inspections and maintenance work.
- Notes facility or equipment malfunctions on District facilities and systems, making immediate repairs or shall notify other District staff of repair requirements.
- May make immediate adjustments to resolve complaints or refers them to appropriate management staff before taking action.
- Records and updates inspection reports and work logs on a routine basis.

Knowledge of:

- Federal and California rules, regulations and laws for levee standards.
- Tools and equipment used in levee maintenance and repair.
- Tools used in District water conveyance facility maintenance and repair.
- Basic use of power tools and construction materials.
- Operation of motor vehicles and light construction equipment, ie. front-end loaders, small tracklayers, and dump trucks.
- Proper work safety standards.

Ability to:

- Perform heavy physical labor.
- Safely operate motor vehicles.
- Make accurate arithmetical calculations.
- Write and fill out daily information forms.
- Read tables and record water data.
- Operate hand and power tools and equipment.
- Analyze problems in water systems and take corrective action.
- Deal tactfully and courteously with property owners, District Board and staff, contractors, government representatives, and the public.

- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Remain current on applicable laws and regulations.
- Perform required record keeping functions.
- Regularly and consistently meet attendance/punctuality requirements.
- Follow instructions, work independently and cooperatively with others.

Typical Physical Activities

- Operates district vehicles in operating, monitoring, and maintaining District levee and water systems.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs. and infrequently up to 100 lbs.
- Stoops, kneels, crouches, crawls, and climbs during field labor work, during water system work, and during maintenance of District facilities.
- Close and distance vision; color perception; writing; hearing; clear speech; use of hand to finger, handle or feel objects, tools or controls.
- Walking over uneven ground; sitting; standing for extended periods.
- Upper and lower body flexibility.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- High level of concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Environmental Demands

- Works outside frequently in a variety of weather conditions ranging from cold, wet, and/or windy conditions to +100° F.
- Very rarely works indoors in temperature-controlled environment.
- Exposure to fumes from internal combustion engines.
- Exposure to dust generated during construction operations, wind, or neighboring operations.
- Exposure to fumes during metal brazing, welding and cutting.
- Exposure to pesticides, primarily herbicides used by the District, and/or pesticides that might be applied by neighboring farming operations.
- Moderate exposure to noise and vibration from pump, construction tools and equipment.