TITLE: Assistant Zanjero Supervisor  
SECTION: Zanjero  
DEPARTMENT: Service  
SRN: 36  

REPORTING RELATIONSHIP: 

Reports to: Zanjero Supervisor  
Supervises the following positions: Zanjero I, II, III, trainee, and Control Operators  

DEFINITION: Under general direction from the Zanjero Supervisor to coordinate, plan, and direct the day to day operation of the Zanjeros and Control Operators. Performs a variety of specialized work related to customer service and technical matters related agricultural deliveries. 

ESSENTIAL FUNCTIONS: 

1. Assists the Zanjero Supervisor in the planning and coordinating of the activities of Zanjeros and Control Room Operators while effectively motivating employees and meeting the goals of the section.  

2. Act as a resource to subordinate staff in areas of technical and administrative phases of their respective work areas and personnel matters.  

3. Assists the Zanjero Supervisor in preparing or directing the preparation of reports and technical analysis.  

4. Assists the Zanjero Supervisor in preparing the annual departmental budget and the procurement of maintenance and budgeted items.  

5. Assists the Zanjero Supervisor on items associated with customer service, water deliveries, and maintenance & repair concerns of the district.  

6. Tactfully and courteously meets with farmers and irrigators to discuss water delivery problems, complaints, and resolves issues related to the particular circumstance.  

7. Assists the Zanjero Supervisor to provide employee training and development, goals, objectives and performance standards; document performance deficiencies and takes appropriate disciplinary action.
ESSENTIAL FUNCTIONS (Cont.):

8. Assists in crop reports.
9. Assists supervisor in monitoring water use for appropriate conservation.
10. Reviews and submits water usage reports to outside agencies as needed.
11. Enforces the district’s safety program.
12. May substitute for Zanjero Supervisor in his absence.
13. Assists in the reduction of regulatory and tail water.

MINIMUM QUALIFICATIONS:

License or Certificates: Must have a valid California Operator’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Any combination of training, workshops, college level classes, and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and abilities would be to have a broad and extensive experience in the operational activities of a water district or similar agency, including at least 2 years of management and supervisory experience.

Knowledge of:
- Principles of supervision
- Principles, procedures, and operations of modern irrigation, systems.
- Customer service operations.
- District policy regarding water delivery for agricultural service.
- Laws, rules, and regulations effecting new installations and the establishment of fees and charges.
- District policies, rules, regulations and procedures.
- District and area geography, meteorological conditions, hydrography, and agricultural characteristics.
- Meteorological functions.
- Principles of budgeting and expenditure control.
- Principles and practices for the installation, maintenance and repair of pumps.
- Safe working practices of the district including confined spaces.
- Basic principles of water hydraulics.

Abilities:
- Analyze work activities and operations and identify solutions which will facilitate operating efficiency and effectiveness.
- Insure the proper maintenance, construction, operation, and repair of District equipment.
- Promote interdepartmental cooperation and teamwork.
- Provides technical and administrative assistance to the District and its customers.
- Communicate effectively both verbally and in writing.
- Keep abreast of new ideas, technologies, trends, and new programs related to the agricultural irrigation practices.
- Prepare clear, detailed and well organized reports or studies.
- Operate a computer workstation.
- To assist in preparing and carrying out departmental and district policies relating to personnel, budget, training, and organization.
- To coordinate departmental activities with other district functions and outside public and private organizations.
- Effectively participate in a wide variety of conferences and meetings.
- Ability to acquire weather information for district uses.

DESIRABLE QUALIFICATIONS:
A Water Distribution operators certificate, Grade II issued by the American Water Works Association.
Or
A Water Treatment Operators Certificate, Grade II issued by the State Department of Public Health.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Light.
2. Works in weather conditions including heat or rain.
3. Sits for prolonged periods of time.
4. Responds to emergency request after normal hours, weekends and holidays.
5. Climbs ladders at irrigation sites that may exceed 50 feet above ground.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position.

Department Head Approval: ________________________________ Date: __________
General Manager Approval: ________________________________ Date: __________