

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Assistant Division Manager
FLSA: Exempt
GRADE: 80 (Min: \$44,782, Midpoint: \$61,359)
SUPERVISOR: Division Manager III
DEPARTMENT: Albuquerque Division

Position Summary:

Under the general direction of the Division Manager, accomplishes Division objectives by assisting in planning, organizing and directing all functions required in operating and maintaining District activities and services; assists Division Manager in ensuring that all equipment, vehicles, facilities and structures are maintained in operational conditions.

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

Essential Duties & Responsibilities:

- Assists the Division Manager in establishing, implementing, and communicating goals, objectives, policies and procedures in accordance with strategic plans.
- Assists the Division Manager recruiting, selecting, orienting, training, coaching, counseling, and disciplining Division supervisors and employees ; communicating values, strategies, and objectives; assigning accountabilities; performance planning, monitoring, and appraising job results; developing a climate for offering opinions; integrating functional objectives; providing and participating in educational opportunities.
- Contributes to division effectiveness by assisting the Division Manager in identifying short-term and long-term work plans and District/Division goals that must be implemented ; providing information and commentary pertinent to incumbent's expertise and experience; recommending options and courses of action; implementing directives.
- Supports the Division Manager in meeting financial objectives by exercising control and implementation over the budgetary processes of the division; evaluates and assesses equipment, personnel and operating needs for budgeting purposes.
- Ensures inventory is completed on an annual basis of all property equipment and supplies making recommendations in order to enhance division productivity.
- Serves as a liaison with other Divisions , local agencies, other agencies and departments working with the District; ensures proper procedures are followed in license issuance for facilities modifications or crossings are performed by Division or third parties.
- Assists Division Manager in resolving escalated problems with constituents regarding Conservancy operations by visually observing issues, communicating with constituents, coordinating with appropriate agencies, and ensuring problems are resolved in a timely and cost efficient manner.

- Assists Division Manager in preparing and presenting reports on the status, activities, and plans for current and future operations to the Chief Engineer and other required personnel; compiles and assesses information on productivity and cost control.
- Performs as the Division Manager's designee at management team meetings and serves as the Division Safety Representative on the Safety Committee.
- Assists the Division Manager in prioritizing, assigning, and scheduling work activities and projects, monitoring workflow, reviewing and evaluating work products, methods and procedures.
- Assists the Division Manager in improving 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 equipment; assesses damages, 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.
- Assists the Division Manager by responding 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; assists other agency personnel in preventing injury and destruction by lowering water levels, opening turnouts, closing headings, opening waste ways and redirecting water.
- Implements and promotes the District safety policies to ensure and maintain a safe work environment.
- Assists the Division Manager in conducting regular staff and safety 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:

Bachelor's degree plus three (3) years supervisory experience involving the application of agricultural, irrigation, construction, equipment and maintenance techniques; or equivalent combination of education, training and experience. Commercial Driver's License, Class B (CDL) preferred. 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:

- agriculture, soils, irrigation and construction techniques
- District policies and procedures relating to the use of water prohibitions and penalties
- basic construction techniques and practices
- geographical location of ditches, canals, waste ways, and laterals
- applicable federal, state, county, local or tribal laws, regulations, and requirements
- correct use of equipment and tools used in repairing equipment, facilities and structures
- implementing safety plans and procedures

Ability to:

- communicate effectively, both verbally and in writing
- interpret applicable federal, state, county and local laws, regulations, and requirements

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- 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:

- planning and managing complex operations and projects
- analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- supervising, training, motivating, 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 in uneven terrain conditions. The employee regularly is required to sit; climb or balance; and talk or hear. The employee occasionally is required to use smell senses for detecting hazards. The employee must occasionally lift and/or move up to 125 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. Travel within the District area 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.