

## RD784 Field Superintendent Job Description

**The following is a list of examples (But not limited to) of job duties, responsibilities, and requirements held by the EXEMPT position of RD784 Field Superintendent. \* This is a “Working” Field Superintendent position which requires both physical labor performed in the field as well as in office administrative responsibilities.**

### **Field Superintendent Responsibilities:**

- Be on-call and available to respond to District emergencies after hours. The Field Superintendent is typically on-call during the week and a minimum of 26 weekends per year with the exception of when he or she is away on approved time off. A District take-home vehicle is included with the position.
- Planning and administering the bi-weekly field work schedule.
- Scheduling and coordinating the California Department of Forestry when available.
- Working with other outside Government Agencies when necessary such as but not limited to: Department of Water Resources, Central Valley Flood Protection Board, US Army Corps of Engineers, CA Fish and Wildlife, County of Yuba, and other local Government agencies.
- Coordination and scheduling field staff time off.
- Keep and maintain a handwritten daily planner.
- Attend the monthly District Board meeting and any other meetings as assigned.
- Prepare monthly Field Superintendent’s report for the District Board Meeting.
- Planning and administering the weekly field staff meeting which covers review of time sheets, completion of weekly HAZMAT checkoff list, equipment checkoff lists, facility inspection check off lists. A weekly trade and pesticide safety meeting is also administered.
- Regular upkeep of District regulatory compliance plans (i.e. Injury Illness Prevention Program, Heat Illness Prevention Program, Fall Protection Program, Hazardous Materials Business Plans, Hazard Communication Plan, Emergency Action Plan, and Code of Safe Practices Plan).
- Scheduling and response (If necessary) to regulatory compliance inspections (i.e. Environmental Health inspections, Feather River Air Quality inspections, and County Ag commissioner’s office inspections).
- Regularly update the Safety Data Sheet inventory.
- Monthly respirator inspections and documentation.
- Daily scheduling and coordination of contracted temporary day laborers.
- Daily e-mail correspondence to field staff regarding material and supply needs, cell phone issues, vehicle and equipment issues. Arrange for solutions to all problems brought forward.
- Shop for (On-line and in store) for supplies including District maintenance materials, shop supplies, safety supplies, and bathroom supplies.
- Complete monthly on-line pesticide use report for submission to the County.
- Biannual first aid kit inventory, check off lists, ordering, and replacing supplies.
- Cost code invoices and receipts.
- Discipline field employees if necessary.
- Planning and scheduling of all District subcontractors (i.e. Gravel haulers, Sonitrol repairs and maintenance, welding, and fence repairs).
- On-line and on-site sheriff reporting.
- Bidding projects, materials, and executing contracts. \* Knowledge of Prevailing Wage Laws.

- Training new employees and follow through with arranging for PPE, uniforms, OES card, fuel card, phones, etc.
- Administering 2 evaluations a year to all field employees.
- Calling subcontractors to ask for renewed insurance certificates.
- Calling subcontractors to remind them of getting invoices in before deadlines if assistance is requested.
- Responding (from the field) to office facility internet, phone, or commercial power malfunctions.
- Cover some General Manager duties as assigned while the G.M. is away from the District.
- Planning and preparation of employee appreciation parties.

**RD784 Typical Projects and Maintenance Responsibilities Lead at the Direction of the Field Superintendent.**

**Spring** (March – May):

- Work 12 Hour shifts during levee patrol during high-water events.
- Spraying herbicides (Boom and spot spray), needed along the Algodon Canal, levee crowns, and ramps.
- Tractor mowing detention basin and lateral areas.
- Scheduling, accepting, and placing concrete block barriers.
- Trimming branches back off levee toe in Unit 2B and other units as needed.
- Trimming branches hanging over levee crown in the Rural levee section.
- Accompany the DWR Levee Inspector during the annual Spring Levee Inspection.
- Check for and remove down trees / branches out of the Algodon Canal, Chestnut PS, and at the PS 2 Outtake area.
- Periodic removal of large debris and trash out of drainage laterals throughout the District.
- Rodent control (Smoke and grout).
- Drainage lateral repairs and maintenance including preparation and submission of Verification Requests documents to CA Fish and Wildlife where required.
- Picking up shopping carts and painting over graffiti in unit one on a regular basis.
- Checking and maintaining all RD784 vehicles and equipment (Friday afternoons and periodically during the week).
- Administer and lead weekly safety meetings.
- Making unplanned repairs to gates, fences, levees and ditches when vandals strike.
- Periodically replacing damaged levee signage.
- Checking pump stations during and after rainstorms.
- Cleaning the District office, Boardroom, and shop on a weekly basis.
- Dealing with trash dumped and fences down adjacent to detention basins.
- Maintaining the Anderson Mitigation site.
- Repairing the Levee Mile marker paddles.
- Exercising all district generators every two weeks and making sure pump stations stay clean and vegetation free. Also spray for wasps during every visit.
- Pipe fence construction and painting.
- Any additional special projects as assigned by the General Manager.

**Summer** (June – September) Everything listed above PLUS all Fall Levee inspection preparation which includes:

- Repair of gravel patrol roads (Pothole) after sheep and goats finish the final graze
- Grouting of squirrel holes.

- Additional spot spraying.
- Box scrape the patrol roads.
- Mowing the newly acquired unit 9 wave wash buffer area.

**Fall / Winter** (October – February)

- Same maintenance activities as listed under the Spring and Summer sections when weather conditions permit.
- Arrange for and schedule diesel generator maintenance performed by outside contractor.
- Service all pump stations (In-house).
- Accompany the DWR levee inspector during the Fall Levee Inspection.
- Monitor the local weather forecasts daily and modify work crew assignments as needed.
- Be familiar with the District SCADA system and monitor daily / nightly as needed.
- Respond to District emergencies when needed and take initiative to check on critical areas of the District during heavy rainstorms.
- Complete annual DWR on-line winter LMA reporting.
- Work 12 Hour shifts during levee patrol if high-water is present.

Other Examples of Duties

Safely operates and maintains equipment and vehicles such as motor vehicles, trailers, backhoe, tractors, disks, scrapers, sprayers, quads, blowers, chain saws, weed eaters, hand tools, welding equipment, pumps, pole saw and other assigned equipment. She or he maintains activity, operations and maintenance records in manual and electronic formats as directed. Leads and works with small operations, construction or maintenance crews to operate, maintain, build or rehabilitate District infrastructure. She or he performs routine work such as sweeping, vacuuming, cleaning, repairing, sanding, painting, plumbing, welding, replacing, digging, mixing, spraying and raking. As he or she assists in making repairs, conducts special maintenance or operating jobs at the office, pump stations, ditches or infrastructure. Services and checks the operating conditions of pumps, generators, compressors, electric, gas and diesel engines, compressors, chippers, etc. Safely sprays pesticides and maintains proper records. She or he is responsible to successfully attend training to attain and maintain their pesticide certification/ license. She or he is able to understand and follow oral and written instructions. Politely contacts the public.

Desirable Qualifications:

Minimum Education and Experience: High School graduate or G.E.D. equivalent. A minimum of 4 years working in a supervisory role at a Reclamation District, Levee District, Irrigation District, Construction Company, or other organization with similar supervisory role and work experience.

Computer literate with experience in software programs such as Excel, Word, Power Point, Outlook, and TeamViewer.

License:

Possession of a valid California driver's license is required for performance of duties. RD784 personnel are enrolled in the California DMV employer notification program which notifies District management if and when an employee is convicted of a motor vehicle code violation.

Obtain or acquire a valid pesticide certification (QAC) or license (QAL) qualified for right-of-way applications within 12 months after the first anniversary date that began the second year of employment OR at the end of flood

season in the applicable year OR at the end of the fiscal year following the employee's second full year of employment.

Additional Duties:

She or he may be assigned as needed any duty or function as deemed necessary by the manager or supervisors that are related to and that are in the best interest of Reclamation District 784.

Special Conditions:

Available to work unusual hours in emergency situations and any duties as deemed necessary by the General Manager.

Must be able to perform physically, lifting bending, carrying, loading, walking, etc., in accordance with standards set by California OSHA.

Physical Requirements:

Pick-up Trash or Debris:

Lift and load into trailer or vehicle up to 75 pounds. Typical objects include: tires, home appliances, wood debris, car parts, bagged trash or other similar objects.

Weed Eat:

Lift, hold and operate a weed eater on sloping and uneven ground. Twist laterally repeatedly while holding a 15 to 25 pound machine while adjusting up and down for hours.

Cut and Trim Trees/ Brush:

Lift, hold, stoop and twist to operate a 15 to 25 pound chain or pole saw on sloping or uneven ground. Hold a pole saw to trim overhead branches. Cut, lift and load portions of trees and poles into trailers or vehicle for disposal. (Typical weight 15 to 40 pounds.)

Clean Shop / Pump Stations:

Lift and carry blower (approximately 30 pounds) while twisting to direct air flow.

Operate Tractors and Equipment:

Climb into, crawl under and drive tractors, water truck and other motor vehicles. Hook-up various power take-off driven attachments and trailers. Twist torso and manipulate steering wheels.

Repair Gates and Fences:

Lift and hold pipe and other materials weighting up to 75 pounds while in awkward positions sometimes on uneven ground. Push or pull suspended cement blocks to unload or position exerting up to 50 pounds pressure.

Spray Right of Way, Levee Roads. Ditches:

Lift, balance and pour 2.5 gallon containers of pesticide into mix tank mounted on pick-up truck, approximate weight 20 pounds. Climb into bed of vehicle while maintaining balance to pour materials without spilling. Walk on sloping or uneven ground while pulling and carrying spray hose. Walk on sloping or uneven ground while twisting and carrying backpack sprayer. Operate and steer quad pulling a spray tank trailer.

Maintain Pumps:

Operate blower (described above), drain, lift, carry and load used oil from pumps into motor vehicles for transport and disposal. Refill pumps with oil. Approximate weight: 30 pounds.

Rodent Control:

Walk on sloped and uneven ground. Shovel dirt to open holes, work with cement products, bend and insert materials and pesticides into rodent holes. Stooping and awkward positions are common.

Check and Destroy Beaver Dams:

Walk on sloping or uneven, often wet ground. Pull and lift beaver dam components exerting up to 75 pounds of force to dislodge. Climb and crawl out of steep and often slippery sloping ground.

Install Gates and Barriers:

Dig post holes using shovels, metal digging bars, manual and powered posthole diggers and picks. Installation often involves twisting, stooping, holding and lifting 45 to 60 pounds of equipment. Carrying, mixing and pouring multiple 60 pound bags of cement mix for post holes using hoe and wheel barrow. Pulling, lifting and pouring up to 75 pounds.

Clean Trash Racks:

Use long handled rakes to pull and lift debris from trash racks. Weights vary from 1 to 75 pounds. Cleaning often requires twisting, pulling and lifting commonly needed. Load debris and pull out of drainage basin area.

Service and Maintain Trucks and Tractors:

Twist and reach to lift, position and change tires weighing up to 75 pounds. Twist and reach to change oil or perform other maintenance. Maintain awkward positions while replacing filters or checking fluid levels.

Flood Fight:

Shovel sand. Lift sandbags weighing approximately 60 pounds. Pass sandbags to other workers by twisting at the waist 180 degrees. Place sandbags by stooping and positioning as needed. Stomp sandbags into place. Tie sandbags onto twine and throw to place in certain applications. Be prepared to work irregular hours, long shifts, and be away from home for long periods of time at the direction of District Management.

Use 10 pound sledge to drive stakes.

Roll out large rolls of plastic on sloped, uneven surfaces.