

JOB DESCRIPTION

YUMA COUNTY WATER USERS' ASSOCIATION

TITLE:

CONSTRUCTION and MAINTENANCE MANAGER

Primary Functions:

Under the direction of the Association's General Manager, supervises and coordinates assigned personnel and contractors in the construction, maintenance and repairs of irrigation and drainage facilities within the Association's delivery system. This includes main canals, laterals and drainages and other features such as roads, bridges, buildings, borrow pits and proper operation of related equipment. When necessary designs above features according to BOR and Association standards. Responsible for necessary vegetation control in a timely, safe and economical manner. Assists the General Manager in preparing the annual budget and is responsible for operating his/hers department within that budget.

Essential Duties and Responsibilities:

The examples of essential functions listed below are representative but not necessarily exhaustive or descriptive and incumbent may be assigned other related functions not listed herein when functions are a logical assignment for the position.

This is an exempt position thus requiring the incumbent to occasionally work after hours and weekends.

1. Develops policies, plans, programs and budgets necessary for the primary functions listed above.
2. Provides positive and constructive leadership and management skills.
3. Keeps General manager informed on all important factors influencing staff and equipment needs and on the progress in meeting established goals for projects and programs.
4. As directed by the General Manager, represents the Association in meetings and discussions with employees, customers, the public, governmental officials and contractors in order to accomplish the Association's goals and objectives and and resolve issues.
5. Ensures effective and efficient operation and control of facilities, finances, personnel and equipment assigned to his/her department.
6. Attends Board meetings and makes presentations.
7. Plans, estimates, prioritizes, schedules and directs the superintendents in the construction and maintenance of structures, canals, checks, drops,

- pipelines ect... ensures conformance with blue prints or drawings and proper use of equipment and personnel. Ensures all safety practices are adhered to.
8. Assists in development of construction and maintenance contracts. Reviews and coordinates the completion of such projects.
 9. Supervises and evaluates assigned employee job performance and recommends personnel actions.
 10. Participates in the selection of employees.
 11. Evaluates employee job performance and recommends merit increases and disciplinary actions.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

Education:

Bachelor or Associate degree in engineering, construction management, or a related field or commensurate work experience.

Experience and Abilities:

- *Six years of progressively responsible experience supervising others in construction, operation and maintenance projects.
- * Work independently with little direction, understand and effectively carry out general oral and written instructions.
- *Present actions, proposals and recommendations clearly, logically and persuasively to co-workers, staff, or the public.
- *Establish and maintain effective relations with customers, the public, governmental and contractor representatives, co-workers and staff.
- *Analyze and resolve problems.
- *Develop and implement appropriate procedures and controls.
- *Exercise tact, good judgment and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Compensation:

Starting pay \$85,000. per year subject to adjustment according to education and experience, plus Association provided health insurance, a 401k program, paid vacation and sick leave.

Job application forms and application instructions are available on the Association web site ycwua.org.

[facebook.com/ycwua](https://www.facebook.com/ycwua) and twitter [@ycwua](https://twitter.com/ycwua).