



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Irrigation Supervisor	LAST UPDATED:	Oct. 28, 2014
DEPARTMENT:	Public Works	JOB CLASS:	42
REPORTS TO:	Water Resources Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Water Resources Manager, the Irrigation Supervisor oversees the daily activities and priorities of the Irrigation Inspectors and Irrigation Specialists in the Water Resources division of Public Works. Manages the operations of the irrigation plans review staff responsible for reviewing specifications for the installation and maintenance of irrigation and backflow devices, and implements water conservation programs.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervises and monitors the daily operations of the irrigation staff of the Water Resources division of Public Works.
- Manages the operations of the irrigation plans review staff responsible for reviewing specifications for the installation and maintenance of irrigation and backflow devices, and implements water conservation programs.
- Coordinates and prioritizes work assignments and schedules of assigned staff.
- Counsels, disciplines, evaluates, develops, and directs assigned staff.
- Provides training and instructions on technical repairs and safety procedures to division staff, and makes staff training recommendations.
- Assists in the enforcement of department and City policies and regulations.
- Assists in developing practices and procedures for personnel and equipment.
- Reviews and verifies residential plans and specifications for the installation and maintenance of irrigation and backflow devices and conducts on-site inspections.
- Provides technical assistance and guidance to assigned staff, developers, contractors, vendors, and other water customers on codes, ordinances, plants and soil issues.
- Trains staff on programming standard automatic controller systems to maintain water efficiency of irrigation and sprinkler systems and determines water usage based on soil and plant material.
- Prepares budget requests and monitors expenses.
- Oversees the operations of irrigation systems for public works.

Other Important Duties:

- May be required to provide backup assistance, on-call coverage and support to other city divisions and department.
- Travels to work sites and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of water conservation techniques and practices.
- Knowledge of supervisory methods and practices.
- Knowledge of hydraulics concepts and irrigation techniques and designs.

- Knowledge of computers and related equipment, hardware and software to program computerized controllers for irrigation systems.
- Knowledge of City policies and procedures.
- Skill in effectively supervising and delegating to assigned staff.
- Skill in the use, operation and maintenance of heavy equipment, power tools, testing equipment and standard plumbing tools utilized in the installation, repair and maintenance of irrigation systems.
- Skill in effective verbal and written communications.
- Skill in designing and operating standard irrigation systems.
- Skill in the fundamentals of evapotranspiration focusing on solar radiation, temperature, wind speed, and relative humidity.
- Skill in understanding the Penman-Monteith, Hargreaves, and Blaney-Criddle equations.
- Skill in recognizing how site specific conditions impact smart controller programming including slope, turf coefficients, plant type, soil type, sun exposure, and precipitation rates.
- Skill in the installation, programming, and operation of weather-based and soil moisture-based controllers.
- Skill in planning, managing and implementing construction projects.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma and Degree in related field **and** five (5) years progressively responsible experience in irrigation system installation, repair, or design experience of which two (2) years must include programming and evaluation of smart (ET) controllers; **or** equivalent combination of education and experience.
- Must possess and maintain a current Texas Landscape Irrigation License.
- Must possess and maintain a current Texas Landscape Irrigation Inspector License.
- Must possess and maintain current Texas Backflow Prevention Assembly Tester License.
- Must possess minimum eight (8) hours of continuing education for smart (ET) controllers.
- May be required to attend 40 hours of instruction in design concepts, hydraulics, and controller programming for irrigation systems.
- Must pass a pre-employment drug screen, criminal background check and/or post-offer physical exam.
- Must possess valid Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, vision to monitor, plan design and review.
- May be subject to exposure to extreme weather conditions, dust, mud, and moving traffic when inspecting, monitoring repairing or maintaining irrigation systems.
- May be subject to digging, bending, reaching, kneeling, when inspecting irrigation systems.
- Must be able to lift up to 30 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cellular telephone, hand and power tools, and department vehicles.

Approved By:

Signed by Gary Hartwell, Dir of Public Works

Gary Hartwell, Director of Public Works

11/20/2014

Date



Shannon K. Allyn, Human Resources Generalist

11/19/2014

Date