

Assistant Manager
Black Canyon Irrigation District
P.O. Box 226, Notus, ID 83656
208-459-4141
Job Description

Position Qualifications:

- 5 years of experience in the operations and maintenance of canal systems.
- Valid Idaho State Class A Driver's license and successful completion of pre-employment alcohol and drug testing.
- Professional Pesticide License with right-of-way and Aquatic endorsements; or the ability to obtain such within 60 days of employment.
- Ability to read, understand and follow the Idaho Code, Title 42-43 for Irrigation Districts
- Desirable for individual to relocate to within 15 minutes of the District boundaries.

Desired Knowledge, Skills, and Abilities:

- Knowledge of operations, services and activities of a comprehensive water distribution system.
- Ability to plan, organizes, direct, and coordinate the work of lower level employees.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Ability to analyze problems, identify alternate solutions, identify project consequences of proposed actions, and implement recommendations to support goals.
- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to negotiate and collaborate with others to achieve objectives.
- Ability to establish and maintain effective working relationships with staff, patrons, and others contacted in the course of work.
- Ability to use Microsoft applications including Excel and Word.
- Ability to read plans and direct staff in construction activities.
- Knowledge of budget and accounting practices.
- Ability to represent the District to elected officials and outside agencies; coordinate activities with those of other District's, outside agencies, and organizations.
- Attend and participate in professional group meetings.
- Will act as the District Manager when the Manager is out of the office for extended periods of time.
- Ability to operate Campbell Scientific Canal Automation Equipment.

Supervisory Responsibilities:

- Directly responsible for the supervision of the Water Master, O&M Crew, and Ditch Riders.

Supervision Received:

- The employee works under the general policies and objectives of the District Manager. The Assistant Manager is expected to be able to function with independence of a carrying out the specific program goals and content and appropriate operational procedures and methods of accomplishing Board Policies and objectives.