



## Yolo County Flood Control & Water Conservation District Operations and Maintenance Supervisor Job Announcement

Yolo County Flood Control & Water Conservation District (District) invites qualified applicants to apply for the position of Operations and Maintenance (O&M) Supervisor. The District is an independent special district headquartered in Woodland, California with the primary mission to provide surface water for agricultural purposes in western Yolo County.

The O&M Supervisor is responsible for ensuring that customers' water deliveries are fulfilled in a timely and efficient manner, and for maintaining and improving the canal system. Under general supervision from the General Manager, the O&M Supervisor oversees all aspects of staff management involved in fulfilling water deliveries, canal maintenance and repairs, canal improvements and extensions, and vegetation control. This includes infrastructure assessment, project planning and development, budgeting, and staff development.

The O&M Supervisor is responsible for managing and directing O&M staff, including supervising hiring, training, scheduling, and performance management. The O&M Supervisor is responsible for ensuring irrigation operations, maintenance activities, and related services are completed safely, effectively, within budgetary constraints and in accordance with District standards.

The O&M Supervisor works closely with District management, and the facilities, SCADA, and finance departments to develop and implement infrastructure improvement plans, budgets, and complete projects. This includes preparing requests for proposals and quotes, project costs, and working to obtain the necessary easements and permits.

Essential qualities of a successful applicant for this position include the ability to 1) manage and motivate a team with a focus on productivity, cooperation, and individual accountability, 2) communicate effectively with internal and external stakeholders and customers, manage for competing goals and resources, and diffuse tense situations, 3) analyze water delivery infrastructure and processes, recognize deficiencies and opportunities for improvements, and develop plans and procedures for implementation, and 4) be flexible and resourceful in regard to meeting all District goals and objectives.

Persons in the position must live within a fifteen-mile radius of the District headquarters in Woodland, to be able to respond to operational and staffing emergencies in a timely manner.

### **Required Knowledge, Skills, and Abilities**

To be considered for the position, candidates for the O&M Supervisor position must have the following knowledge, skills, and abilities:

1. The principles and practices of irrigation water deliveries and the equipment, supplies and materials needed to operate, maintain, and improve a canal system.
2. Supervisory principles and practices including planning, organizing, assigning, and managing work, addressing personnel issues, and upholding performance standards.

3. Canal, pipeline, and concrete construction, and gate and pump installation techniques and specifications.
4. Rules, regulations, and codes applicable to District operations, maintenance, and construction operations.
5. Principles of budget development and expenditure control.
6. Plan, organize, and manage water deliveries, canal maintenance, vegetation control, and construction projects.
7. Effectively coordinate with District staff, customers, and vendors to effectively execute the District's overall goals and objectives.
8. Provide oversight and guidance to staff and apply performance standards.
9. Develop project plans, schedules, and budgets, identify deviancies, and make adjustments to bring the project to successful completion.

### **Examples of Essential Functions**

1. Supervises and directs operations and maintenance staff engaged in water deliveries, canal maintenance and repairs, and infrastructure improvements. Supervises hiring, training, assigning, and evaluating personnel; establishes daily work priorities; schedules staff and approves timesheets and leave requests; and provides ongoing guidance and performance oversight.
2. Plans and oversees water delivery scheduling to ensure efficient and equitable distribution of water supplies while maintaining canal capacity and operational safety.
3. Conducts regular inspections and keeps operational records, of canals, structures, rights-of-way, and maintenance activities to ensure operational reliability, and adherence to District standards.
4. Assesses canal system conditions and operational needs; identifies infrastructure deficiencies and works with the General Manager to develop and prioritize the short-term and long-range capital improvement plan. Develops cost estimates, prepares and administers annual operating and capital budgets; and ensures expenditures remain within approved budget parameters.
5. Plans, coordinates, and oversees capital repairs and infrastructure improvement projects from concept through completion. Conducts project design review, contractor selection, supervises materials acquisition, project scheduling, and coordinates District staff and contractors to ensure timely, cost-effective, and high-quality project execution.
6. Works with consulting engineers to design and plan for constructability of infrastructure improvements including the development of feasibility studies, project plans, drawings, and cost estimates. Holds regular project planning and status meetings with staff and contractors.
7. Develops project proposals, requests for quotes, and supporting documentation for Board consideration; maintains comprehensive project records including field changes, inspections, and as-built drawings; prepares progress reports and presentations; and identifies opportunities to improve construction procedures and project delivery outcomes.
8. Prepares reports and meeting documentation, including action items, deficiency logs, and progress updates.

9. Ensures compliance with applicable environmental regulations, permits, and District policies related to vegetation management, herbicide application, water conveyance operations, and infrastructure maintenance.

### **Desirable Qualifications**

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

Examples of qualifications may be obtained a combination of:

- Education in construction and project management.
- Broad and extensive work experience in performing maintenance, construction, and operations work for an irrigation water agency with at least three years in a supervisory or management capacity.
- A minimum of five years civil infrastructure construction.
- Experience in staff supervision and performance management.

A physical examination and substance screening are required prior to job placement.

### **Work Environment**

The O&M Supervisor works in an office and field environment and is required to sit and/or stand for extended periods of time at a computer workstation, drive and walk on unpaved surfaces, regularly be exposed to wind, rain, sun, cold and heat, and occasionally lift up to 50 lbs. This is a full-time position based on a forty-hour workweek, with occasional extended hours necessary. The O&M Supervisor regularly takes phone calls from staff, customers and management in the evenings and weekends.

### **Compensation and Benefits**

The District offers a competitive salary commensurate with the selected applicant's experience and qualifications, and a generous benefit package. The expected salary range is: \$115,000-\$145,000. This is an at-will, exempt position.

The District's benefit package includes medical, life and vision insurance, dental expenditure reimbursement, 403(a) retirement contributions, 457(b) deferred compensation match, flexible spending account, employee assistance plan, paid holidays, sick leave, and vacation.

### **To Apply**

Qualified candidates are encouraged to apply by submitting a cover letter and resume via email Jennifer Reed at [jreed@ycfcwcd.org](mailto:jreed@ycfcwcd.org).

The deadline to apply is **5 p.m. April 2, 2026.**

**Job Posting Statement**

Yolo County Flood Control & Water Conservation District prohibits discrimination based on race, color, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation, or any other legally protected status.