

## JOB DESCRIPTION FORM

|                     |                                          |
|---------------------|------------------------------------------|
| Division/Department | Natural Resources and Compliance         |
| Location            | Kingsley Dam                             |
| Job Title           | Kingsley Dam Foreman                     |
| Reports to          | Natural Resources and Compliance Manager |

|                            |                                                                                                          |                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Control point <u>16(5)</u> | Type of position:<br><input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time | Hours <u>40</u> / week<br><input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Nonexempt |
|----------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

### POSITION DESCRIPTION

Plans and executes the operation and maintenance of the Kingsley Dam area which includes Lake McConaughy, Lake Ogallala, Kingsley Dam and Kingsley Hydro. Assist with supervision over two additional full-time employees which may at times be supplemented by temporary personnel, independent contractors and/or other District crews. Operates and performs maintenance on the control works and other facilities at Kingsley Dam to regulate water releases as required. Interacts with the public and represents the District in the Kingsley Dam area.

### EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- General knowledge of work tools and equipment, simple commercial business software
- Valid Nebraska driver's license

### ESSENTIAL JOB FUNCTIONS

- Maintain, monitor, and inspect Kingsley Dam for purposes of dam safety and facilities management.
- Interact regularly with visitors to the dam and facilities; educate visitors about the local operations and how it correlates with other District facilities
- Work cooperatively with local landowners, county and state officials, and employees of the Nebraska Game and Parks Commission
- Perform all general office work such as record and log-keeping, filing, inventory, material issues, time sheets and equipment usage records
- Handle petty cash fund and all local purchase orders
- Perform routine maintenance to local facilities including office, residences, outlet structures, vehicles and other equipment
- Assist with electrical and mechanical maintenance on generators, turbines and auxiliary equipment in hydro plants
- Use test equipment to troubleshoot equipment failures
- Assist in the installation of conduit and wiring in all District facilities
- Perform other duties as assigned

## LIVING REQUIREMENTS

- Within 35 driving miles of Kingsley Dam

## WORK ENVIRONMENT

- Natural work hazards associated with working around water, equipment, excavations and field construction
- Walking and working in outdoor terrain including steep slopes, dense vegetation, and variable weather
- Occasional unusual working hours primarily due to emergencies
- Mild work stress associated with time pressures, emergency situations, and/or changes in work priorities
- Occasional uncontrollable interruptions and distractions to planned work
- Strong physical, emotional, and mental stamina required to work long hours under harsh working conditions
- Strong interpersonal communication skills needed to interact with District personnel and outside agencies

## PHYSICAL ACTIVITY REQUIRED

| LIFTING    | Never | Occ | Freq | Cont |
|------------|-------|-----|------|------|
| 10 lbs     |       |     | x    |      |
| 11-15 lbs  |       |     | x    |      |
| 26-50 lbs  |       |     | x    |      |
| 51-75 lbs  |       | x   |      |      |
| 76-100 lbs |       | x   |      |      |
| +100 lbs   |       | x   |      |      |

| SEEING       | Never | Occ | Freq | Cont |
|--------------|-------|-----|------|------|
| Near Vision  |       |     |      | x    |
| Far Vision   |       |     |      | x    |
| Color Vision |       |     |      | x    |

|                         |  |  |   |  |
|-------------------------|--|--|---|--|
| VERBAL<br>COMMUNICATION |  |  | x |  |
|-------------------------|--|--|---|--|

| REACHING          | Never | Occ | Freq | Cont |
|-------------------|-------|-----|------|------|
| Out               |       |     | x    |      |
| Overhead          |       |     | x    |      |
| Low (below knees) |       |     | x    |      |

| CLIMBING | Never | Occ | Freq | Cont |
|----------|-------|-----|------|------|
| Stairs   |       |     | x    |      |
| Ladder   |       |     | x    |      |
| Other    |       |     | x    |      |

| AGILITY                    | Never | Occ | Freq | Cont |
|----------------------------|-------|-----|------|------|
| Balancing                  |       |     | x    |      |
| Bending Over               |       |     | x    |      |
| Carrying                   |       |     | x    |      |
| Crawling                   |       |     | x    |      |
| Eye/Hand/Foot Coordination |       |     | x    |      |
| Grasping                   |       |     | x    |      |
| Kneeling                   |       |     | x    |      |
| Pulling                    |       |     | x    |      |
| Pushing                    |       |     | x    |      |
| Sitting                    |       |     | x    |      |
| Standing                   |       |     | x    |      |

|               |                                             |                       |
|---------------|---------------------------------------------|-----------------------|
| REVIEWED BY   | Staff Personnel Committee & General Manager | Date                  |
| APPROVED BY   |                                             | Title General Manager |
| DATE APPROVED |                                             |                       |
| REVISED DATE  |                                             |                       |