



Aberdeen-Springfield Canal Company
PO Box 857
144 South Main Street
Aberdeen, Idaho 83210
office@ascanal.org
Phone (208) 397-4192 Fax (208) 246-0216

The Aberdeen-Springfield Canal Company (ASCC) is seeking a capable, self-motivated individual to fill the General Manager position.

For questions, more information, and/or to apply, please submit your resume to HR@ascanal.org.

Under direct supervision of the ASCC Board of Directors, the General Manager has general charge of all ASCC operations. With a staff of approximately twenty (20) operational, administrative, and scientific personnel, the General Manager oversees all aspects of the ASCC's operations and administration including, but not limited to the following: Employee management; canal water distributions in proportion; maintenance, repairs, and upkeep of the canal, laterals, and all ASCC property; safety of all human capital and ASCC property; federal, state, and local and representation of the ASCC; reporting to the Board of the Directors on a monthly basis; and many other duties as seen fit by the Board.

Duties and Responsibilities

- Leads the day-to-day operational and operational functions of the ASCC, to include, but not limited to, the following: Water distribution in proportion; canal and laterals operations and maintenance; strategic planning for future investments and divestments; safety and security of all human capital resources, capital assets, and property and premises; and managing the resources, both fiscal and human capital, supporting canal operations.
- "Distributes the available water amongst those entitled thereto in proportion to their respective rights" and in accordance with the rules and regulations provided by the Board of Directors.
- Ensures that the "canals and laterals and all property of the Company is in proper repair and maintenance as directed by the Board of Directors; and properly and safely cares for the property of the Company during the recess of the Board of Directors," which also includes physical surveillance of all ASCC property.
- Inspects all work performed by the Maintenance Foreman, Ditch Rider, and Maintenance personnel to ensure quality and completion.
- Formulates goals to improve system operations for the following year, including operational plans, cost estimates, resource requirements, and delivers this information to the Board of Directors in October.
- Performs continual evaluation on ASCC operations including identifying strengths, weaknesses, opportunities, threats, limitations, dependencies, and other factors impacting the ASCC and reports this information to the Board of Directors in a timely manner.
- Collaborates with the ASCC Science Department to implement technological advances in Canal management.

- Maintains productive working relationships with ASCC shareholders and any other government, business, or industry contact on behalf of the Board.
- Leads the day-to-day operations of supervisory personnel, field operations personnel, scientific personnel, and administrative personnel.
- Manages a workforce of approximately twenty (20) employees.
- Provides leadership and guidance including personnel scheduling, maintenance projects, staying within budget limits, maintaining daily attendance records, personnel job performance appraisals, and complying with ASCC policies and procedures.
- Maintains a chain of command with employees and resolves employee-related problems.
- Oversees the work in keeping with applicable laws and regulations and ASCC policies and procedures.
- Ensures a safe working environment, and oversees compliance with applicable Occupational Safety and Health Administration laws, regulations, and work rules concerning environmental safety and health by employees; assists with accident/injury investigations.
- Manages the ASCC's financial activities, such as budget formulation, execution, reconciliation, contracts, and accounts receivable and payable.
- Implements risk mitigation strategies to protect the ASCC's human and capital assets and promote safety through policy and inspection.
- Observes, receives, and otherwise obtains information from all relevant sources as well as handling complaints, settling disputes, and resolving conflicts or otherwise negotiating with others, and prepares reports of findings.
- Identifies the developmental needs of employees and coaches, mentors, trains, or otherwise helps others to improve the employee's knowledge, skills, and/or abilities.
- Manages performance of assigned direct reports and others in the work unit; conducts employee performance reviews for assigned staff; properly documents corrective action, performance improvement plans, and disciplinary actions, and salary adjustments, as approved by the Board, in accordance with ASCC policies and procedures.
- Approves all bills and payroll before payment is made.
- Establishes an effective flow of communication and information to ensure that problems can be responsibly solved and that support is provided to the staff as needed.
- Counsels employees about work-related issues and assists employees to correct job-skill deficiencies.

Qualifying Experience and Education

One (1) or more of the following:

- Extensive, approximately five (5) years or more, experience managing and operating watering delivery systems similar to size and scope of the Aberdeen-Springfield Canal.
- Extensive experience in farming, agricultural business, and management.
- Managing farming or ranching work that provided knowledge of soil and water conservation practices and irrigation procedures used in the geographical area for which application is made.
- Managing construction, maintenance, or operating work that provided knowledge of the control, regulation, distribution, and measurement of water.
- Experience with personnel management and finance.
- Experience with solving problems and disputes using mediation skills.
- Proactive work habits and time management.

- Effectively communicate in person, over the phone, and in writing using multiple types of electronic communication devices.
- Extensive experience controlling, clearing, repairing, and maintaining irrigation ditches, canals, and equipment; or soil conservation; or engineering technician work where the duties provided a knowledge of irrigation procedures.
- Experience working with engineering, fluid mechanics, electrical, concrete, and other mechanical engineering elements.
- Experience utilizing accounting software, ArcGIS, Storm, SCADA, and Adobe.
- Experience working with state and/or federal government.
- High school diploma or equivalent.
- College course work or degree(s) in agriculture management, hydrology, civil, electrical or mechanical engineering, applied sciences, management, finance, or related discipline.
- Experience, education, and training, in any combination, are acceptable.

Certification, Licenses and Registrations

- Must have and maintain a current motor vehicle license.
- Must have and maintain an insurable driving record; and may be required to provide proof of current liability insurance meeting or exceeding state-required minimum coverage.
- Possess and maintain a valid Commercial Driver's License (if needed).

Preferred Skills

- Farming experience or related activity where canal/ditch irrigation methods were used.

Benefits

Company vehicle and cell phone
 Public Employees Retirement System for Idaho
 Health, Dental & Vision for employee
 Paid Time Off
 Sick Leave
 Holiday Pay

For questions, more information, and/or to apply, please submit your resume to HR@ascanal.org.