

NORTH UNIT IRRIGATION DISTRICT

JOB DESCRIPTION

DISTRICT WATERMASTER

Definition

Under administrative direction, plan, direct, manage and oversee the activities and operations of the District's water operations, including water delivery systems and water operations for irrigation water; coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Manager. Assist with implementing Board policies and programs; assists with budget development and review.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of the duties and responsibilities of the classification.

- Administer water deliveries in response to orders by District patrons and water users.
- Monitor conditions and performance of the District water conveyance system. Arrange and implement necessary maintenance actions.
- Supervise Ditchriders in responding to water orders, regulating water in the conveyance system to meet the water supply needs of District water users, and to protect District water rights.
- Support the General Manager and the Operations Manager in their absence, and on specific assignments made by the General Manager.
- Report to the General Manager on water conveyance system operations and maintenance activities.
- Assume full management responsibility for all water operations services and activities including water delivery facilities and water operations; recommend and administer policies and procedures.
- Manage the development and implementation of water operations goals, objectives, policies, and priorities for each assigned service area.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinates, the water operations work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate water operations personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct and oversee safety compliance efforts. Formulate and suggest work safety standards, and enforce procedures. Meet compliance, training and reporting requirements of federal or state regulations; and direct activities of the safety committee.
- Participate in the development and administration of the water operations budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate.
- Explain, justify and defend water operations programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent water operations to other District departments and outside agencies; coordinate water operations activities with those of other departments, outside agencies, organizations, other water districts and OWRD.
- Develop, coordinate and manage water conservation activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of irrigation water distribution.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Perform related duties and responsibilities as required.

Typical Physical Activities

- Travels frequently in conducting District business.
- Communicates orally and in writing with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a cell phone and email for communication.
- Use computer software including Word, Excel and Outlook. Also use our Storm water distribution software.
- Sits for extended time periods. Hearing and vision within normal range.

Employment Standards**Knowledge of**

- Operations, services and activities of irrigation water distribution systems.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Basic knowledge of District construction operations.

Ability to

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Collect, organize, and analyze data on a variety of topics; prepare concise & comprehensive reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond to “on-call” hours during irrigation season and other extended hours when needed
- Exercise leadership, authority, and supervision tactfully and effectively.
- Research, analyze, and evaluate new service delivery methods and techniques to existing District operations, programs, and services.
- Provide advice and consultation to the General Manager on the development of ordinances, regulations, programs, and policies.
- Establish cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Resource products and supplies from outside vendors with good stewardship of District funds.

Environmental Factors

- Exposure to the sun: 25% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Infrequent use of ladders or other work surfaces from 1 to 12 feet above ground.
- Temperature: Exposure to sub-zero to 100-degree temperatures.
- Humidity: Seldom work in areas with unusually high humidity.
- Wetness: Less than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasional vicinity of constant/intermittent/loud noises/sounds.
- Slippery surfaces: Frequent exposure to unusually wet and/or slippery surfaces.
- Dust: Frequent exposure to work areas with small to large amounts of dust present.
- Confined/Restricted Spaces: Infrequent entry into confined/restricted work environments.

Desirable Qualifications

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain knowledge and abilities would be:

Education: A Bachelor’s degree from an accredited college or university with major course work in Agriculture, Agricultural Engineering, or Construction Management is desired.

Experience: Five years’ experience, with two years in a management of supervisory capacity, in a public agency requiring the responsibility for the implementation of programs and development and administration of budgets.

License/Certificate/Registration Requirement

- Possession of a valid Oregon Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

The Watermaster classification is considered a “Safety Sensitive” position.