

## ASSISTANT WATERMASTER I

Class Code: 311

Range: E/17

**Definition:** Under immediate supervision, to assist the state Water Resources Department in managing Jackson County public water in order to ensure sufficient and safe water resources to sustain the county's growing economy, quality of life and natural heritage; to perform inspections of well, dams, etc., to ensure compliance with applicable regulations and to perform related duties as required.

**Distinguishing Features:** This is the first level in the Assistant Watermaster series. Incumbents performs a full range of complex analytical tasks, will receive on-the-job training and are not expected to function at the same skill level as the Assistant Watermaster II. This position will exercises less independent discretion and judgment in matters related to work procedures and methods, and is supervised by higher level employees. As experience is acquired, the employee performs with less immediate supervision.

**Examples of Important and Essential Duties:**

*The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:*

- Receive and respond to complaints and requests for assistance related to water distribution, dam safety and well construction.
- Conduct dam safety inspections, monitoring the occurrence of leaks, slumps, bulges and cracks which compromise the integrity of the structures.
- Collect and compile hydrological data; submit data to the regional office for further analysis.
- Inspect well construction by digging, auguring and probing; ensure compliance with well construction standards established for the protection of ground water from waste contamination and loss of pressure.
- Assist in the preparation of office budget to county and other funding sources.
- Interact and communicate with the general public, realtors, attorneys, government agencies and officials, and other professionals to interpret and explain Oregon Water Laws and how they are applicable to specific parcels of land.
- Conduct research for specific well reports and water rights.
- Operate general office equipment including a computer, calculator, copier and fax machine; utilizes hand tools and specialized measuring, recording and diagnostic tools; operates a vehicle and water craft.

**Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position , but are not considered the principal job duties:*

- Perform general office duties, including but not limited to answering the telephone, entering data into the computer, copying and filing document, etc.
- Perform related duties as assigned.

**Qualifications:**

**Minimum Qualifications:** A combination of education and experience equivalent to completion of the twelfth grade, and one year of work related experience.

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**Knowledge, Skills and Abilities:** Position requires significant knowledge of state water laws and policies; civil engineering methods and techniques for land surveying, water flow measurement, collecting and reporting hydrological data; water storage, irrigation systems and water transportation facility design and construction and water user rights. Position requires the ability to repair mechanical tools and perform basic construction skills; work in uncomfortable or dangerous situations and traverse rough terrain; navigate water craft and vehicles; plan, prepare and complete accurate reports and budgets; interpret and understand maps and related materials; collect and organize technical information; exercise good judgement in the interpretation of water laws and county ordinances; operate office equipment including a computer and peripheral equipment; understand and carry out oral and written instructions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to walk over rough or uneven surfaces, bend, stoop, work in confined spaces, lift or carry moderately heavy items and occasionally very heavy items; to operate gasoline, electric or diesel-powered machinery or equipment requiring the manipulation of multiple controls, fine adjustment or both. Requires the ability to operate a motor vehicle and water craft. Tasks may require exposure to extreme heat/cold and extreme weather conditions. Tasks require depth and visual perception and discrimination as well as oral communications ability.

**Licenses or Certificates:**

Requires possession of a valid, appropriate Oregon driver’s license and a good driving record. Must complete courses in performing dam safety inspections and water measuring techniques within one year from date of hire.