

ASSISTANT WATERMASTER II

Class Code: 312

Range: E/21

Definition: Under direction, 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 wells, dams, etc., to ensure compliance with applicable regulations, and to perform related duties as required.

Distinguishing Features: The Assistant Watermaster is an journey level class. Incumbents perform a full range of complex analytical tasks, and work with only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Employee may be expected to provide supervision to subordinate staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position.

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.
- Prepare and submit 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.
- Assist in monitoring the daily activities of assigned personnel.
- 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.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Has regular and predictable attendance.
- Performs other related duties as assigned.

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 documents, etc.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: An Associate's degree with course work emphasis in civil engineering technology, environmental engineering or other relevant field supplemented by two years of relevant experience.

Knowledge, Skills and Abilities: Position requires considerable 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 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, direct, train and supervise the work of assigned personnel; 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 directions; 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 adjustments 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.