

UMATILLA COUNTY POSITION

Department: Community and Economic Development

Employee Name: _____

Division/Section: Watermaster

Position Title: Assistant Watermaster

Salary Range: Range 22

Union Covered: YES

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

Collect and compile hydrological data by performing flow measurements of canals, streams, rivers and wells utilizing complex instruments. Administers and enforces Oregon water laws and provides assistance to the public on water related matters.

SUPERVISORY RELATIONSHIPS

The position is supervised by the Oregon Water Resources Department (OWRD), Region Manager. Works with other county and state employees to accomplish the mission under the direction and authority of the OWRD Region Manager.

PRINCIPAL DUTIES OF POSITION

1. Research and interpret water rights; court decrees; well logs; Oregon Revised Statutes; Oregon Administrative Rules; legal descriptions for ownership records; and historical hydrologic data for public, private agencies, water users and governmental groups such as tribal, local, state and federal agencies to facilitate water resource management activities in Watermaster District 5 to assure compliance with Oregon State water law.
2. Perform field flow measurements (wading, cable way, bridge crane) of waterways including streams, rivers, irrigation canals and ditches, utilizing hydrologic data instruments such as, but not limited to, AA Price or Pygmy Current meters to calculate the amount of water and to establish the relationship between flow elevation and quantity.
3. Conduct maintenance and operation of waterway gaging stations. Examine and record electronic and manual gaging equipment data to provide a continuous record of water availability at specific sites for daily and emergency management and distribution of water resources.

4. Utilize flow measurements and gaging station data to determine water availability for development and promotion of water management actions.
5. Resolve problems associated with water distribution including regulation of water rights, dam safety and well construction sometimes under emergency, hostile and/or dangerous conditions.
6. Interact with and inform agencies, groups and individuals in a public forum, to promote public relations and beneficial water management practices using Oregon Revised Statutes and WRD policies and programs.
7. Distribute available water during times of shortage according to relative priority dates of water right holders, WRD policies and procedures.
8. Daily documentation of activities and violations observed in the field and initiate appropriate enforcement action in compliance with Oregon State Water Laws.
9. Testify during legal proceedings in support of enforcement or other water related issues.
10. Conduct water development loan, dam safety, and well construction inspections.
11. Conduct surveys of surface and groundwater measurement devices to monitor water use and availability. Enforce appropriate state statutes to ensure compliance.
12. Compile and organize data in report form for the public and/or governmental agencies.
13. Assist in updating and development of water management plans.
14. Maintain and monitor precipitation gaging stations to determine annual rainfall at each location.
15. Responsible for maintenance and updating records of water rights and well logs.
16. Select sites, assist in and supervise the construction of headgates, flow meters and measurement devices.

OTHER DUTIES OF POSITION

1. Other necessary duties as assigned by the OWRD Region Manager.
2. Manages the Milton-Freewater office of District 5 keeping current and accurate records and files for the area.

REQUIREMENT FOR POSITION

- High school diploma
- Necessary education skills and/or training to complete the job.
- Valid Oregon driver's license
- Reliable telephone
- Ability to work in inclement weather and carry up to 75 pounds a short distance
- Pass a drug screen test and criminal background check.
- Skill in occasionally dealing with emotionally charged individuals.
- Basic computer skills necessary to complete tasks.
- Excellent written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Good interpersonal skills and the ability to work as a team player.
- Basic understanding of legal property description and the ability to read maps.
- Ability to conduct oneself in a way that shows respect for clients and their property.

(Sign) _____
Name