



POSITION DESCRIPTION AND QUALIFICATIONS

Watershed Administrator

Class: 36-38

Reports to: Water Quality Director

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GENERAL STATEMENT OF DUTIES

The Watershed Administrator will plan, organize, direct and implement the Medford Water Commission's (MWC) watershed management and resource protection activities including developing strategies, planning programs, and engaging community partners in program implementation. They will manage water rights for current and future supplies, serve as Commission liaison to community partners, state and federal agencies as related to regional water planning, water resource protection activities, prepare, coordinate and supervise complex environmental plans and permitting, ensure regulatory compliance with ESA requirements, manage the MWC's Vernal Pool Preserve, and manage Forest Management Plan and implement activities for Big Butte Springs Watershed Lands.

DISTINGUISHING FEATURES OF THE POSITION

The position requires professional and technical knowledge of water resources, including water rights, groundwater, surface water, hydrology, ecosystem function and restoration, watershed system analysis, as well as sustainability, management, planning and pollution prevention requirements. Carries out the planning and coordination of watershed enhancement projects; actively monitors and analyzes water quantity parameters of the watershed; performs further research and empirical analysis of the geology and hydrology of the watershed; performs public relations role with the watershed ownerships; performs field investigations and mapping assignments to further document the watershed. Responsibilities require independent judgment on issues that are complex, interpretative and evaluative in nature. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Performs work under the general direction of the Water Quality Director and/or the Water Commission Manager.

EXAMPLES OF WORK *(Illustrative Only)*

- Develop and implement Drinking Water Protection Plan for both surface water and groundwater source of supplies. Identify, prioritize, schedule, coordinate, and complete necessary tasks and action items to protect the drinking water source. Also, maintain and update Source Water Assessment Plan and Big Butte Springs Wellhead Protection Plan.
- Coordinate source protection activities with stakeholders in the watershed: integrate and coordinate protection activities with other programs affecting watershed health. Attend and participate meetings with stakeholders.
- Establish and maintain sound working relationships with watershed partners, including residents, community groups, federal, state and local agencies, industry, environmental organizations: assist in building public awareness and cooperation in the watershed.



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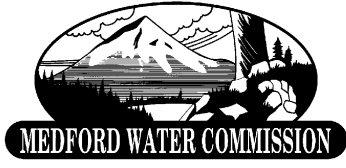
- Prepare, submit, negotiate and obtain permits for projects requiring them, such as the future expansion of Duff II Water Treatment Plant. This includes oversight and implementation of permit conditions for the Compensatory Wetland Mitigation Plan.
- Manage the implementation of the MWC's Vernal Pool Preserve Long-Term Management and Maintenance Plan, including required on-going monitoring.
- Plan, organize and direct monitoring and analysis of water quantity parameters for groundwater and surface water systems for the source watershed. Collect, organize, display, analyze data, and prepare reports.
- Supervise and implement Forest Management Plan, which includes contracting, supervision, inspection, monitoring, budgeting and decision-making.
- Coordinate with U. S. Forest Service to encourage implementation of forest management activities that will reduce and/or minimize fire risk and create a healthy forest environment.
- Responsible for the operation and maintenance of monitoring equipment, such as, strip chart recorders, pressure transducers, stream gage stations, data loggers, handheld electronic water parameter meters, water level meters, etc.
- Proactive participation in and representation of Commission's interests on local, state and regional organizations dealing with water management and protection, such as watershed councils, environmental and natural resource nonprofits.
- Performs other duties directly related and consistent with role and function of this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of relevant Federal, State and local laws and regulations, including Safe Drinking Water Act, Clean Water Act, National Environmental Policy Act, Endangered Species Act, Oregon, Source Water Assessment Program, Oregon Wellhead Protection Program, Oregon Drinking Water Protection Program, Oregon Water Law. Knowledge in fundamentals of water resource planning including groundwater, surface water and water rights.

Skills in communicating effectively through balanced listening and talking, speaking and writing clearly and accurately, influencing others and keeping others informed.

Ability to perform responsible and difficult project management work involving the use of independent judgment and professional initiative.



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ACCEPTABLE EXPERIENCE AND TRAINING

A Bachelor's degree from an accredited college or university with major course work in watershed or land management, water resource planning and/or policy, natural resources management, geology, hydrology, environmental engineering, environmental science or related field and at least eight years responsible experience in watershed management, watersheds, groundwater or similar field. Professional license or certifications preferred but not required.

PHYSICAL REQUIREMENTS

Work performed includes a combination of office and local field activities which may involve exposure to dirt, noise, hazardous materials, confined spaces, adverse weather conditions and other site specific environmental conditions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation and chemicals.

Positions in this class typically require kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Medium work: exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.