



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Water Resources Technician I/II
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### GENERAL PURPOSE

Under immediate (Water Resources Technician I) to general (Water Resources Technician II) supervision, carries out a variety of field activities to support the District's groundwater management efforts; serves as representative between the District, private well owners, and others on the groundwater monitoring program operations; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

Water Resources Technician I: This is the entry-level classification in the Water Resources Technician series. Initially under close supervision, incumbents learn and perform routine daily operations related to the District's imported water recharge facilities, surface water diversion facilities, and storm water capture facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Resources Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Resources Technician II: This is the fully qualified journey-level classification in the Water Resources Technician series. Positions at this level are distinguished from the Water Resources Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Water Resources Technician III in that the latter performs the more complex work assigned to the series, such as planning, budgeting, and conducting special projects and/or providing technical and functional direction over lower-level staff.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision (Water Resources Technician I) or general supervision (Water Resources Technician II) from the Water Resources Planning Manager. Exercises no direct supervision over staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

*Positions at the Water Resources Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Participates in overseeing the daily operations of the District's imported water recharge facilities, surface water diversion facilities, and storm water capture facilities.
- Researches, collects, assembles, integrates, and analyzes all technical data, including water levels, water quality, and extractions, pertaining to the District's groundwater monitoring programs.
- Gathers all required field data and installs necessary hardware to support the development and maintenance of a District-wide water resources database, including surface flow measurements, percolation testing, aquifer testing, well production, water quality, and other relevant information related to water resources management.
- Performs well and pump efficiency tests and troubleshooting on private wells.
- Installs and maintains meters of various types and sizes on private wells to monitor the amount of water extracted from groundwater management zones.
- Serves as a representative between the District and private well producers, and local water agencies; answers questions and provides information on District programs and projects; works with other District staff to formulate methods and approaches for addressing concerns of private well owners.
- Performs surveying with Global Positioning System (GPS) and transit and leveling rod to update and maintain accurate maps of District, private wells, and facilities.

- Assists on special construction projects including the design, rebuilding, and maintaining of imported water recharge facilities and surface water diversion facilities.
- Caps/seals inactive wells to help protect underground aquifers from contamination and ensure public safety.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Methods and practices of effective representation of District water resource management interests.
- Principles of field program management including applicable environmental and water quality standards and state and federal regulations related to groundwater monitoring.
- Principles of operational hydrology, well construction and operation, pump design and operations, water quality sampling techniques, and groundwater acquisition programs.
- Modern statistical techniques used in water resource planning and water quality analysis.
- Quality control practices for water sampling.
- Methods and techniques of conducting well inspections.
- Hydraulics and electricity.
- Methods and techniques of welding.
- Distributional piping and pumping systems and the District's reclaimed and water distribution systems.
- Basic surveying techniques and GPS software and hardware.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct groundwater research and data collection with a high degree of accuracy.
- Understand water quality laws and regulations.
- Accurately collect and compile data.
- Troubleshoot sampling and pumping equipment.
- Use surveying transit and GPS hardware/software.
- Performs trades related and equipment operations tasks in assigned areas of responsibility.
- Conduct percolation, aquifer, and storm water testing.
- Operate various electronic data collecting devices.
- Follow and apply written and oral work instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Water Resources Technician I: Two (2) years of experience providing technical support to a water quality or groundwater management program.
- Water Resources Technician II: Three (3) years of progressively responsible experience providing technical support to a water quality or groundwater management program, or one (1) year as a Water Resources Technician I with the District.

Education:

- Water Resources Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

- A valid California driver's license class C and the ability to maintain insurability under the District's Vehicle Insurance Policy. California driver's license Class A and B desired.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Water Resources Technician I/II class series are flexibly staffed; positions at the Water Resources Technician II level are normally filled by advancement from the Water Resources Technician I level; progression to the Water Resources Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Resources Technician II level.

Eastern Municipal Water District  
Job Title: Water Resources Technician I/II  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Water Resources Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_