



## 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 III
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### **GENERAL PURPOSE**

Under direction, schedules, leads, and participates in the work of project staff in support of the District's groundwater management efforts; serves as representative between the District, private well owners, and others on the groundwater monitoring program operations; designs, scopes, schedules, budgets, and oversees special research and construction projects; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the Water Resources Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to plan, budget, and conduct special projects and are responsible for taking the lead in the field to manage project staff. Incumbents interact with private well owners and external contacts to collect data and oversee the meter maintenance programs for the District's groundwater program. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 direction from the Water Operations Manager. Exercises technical and functional direction over and provides training to lower-level 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.*

- Plans, schedules, coordinates, and leads field staff engaged in the operations of the District's imported water recharge, surface water diversion, 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 the District-wide water resources database, including all relevant information related to water resources management; prepares routine reports on groundwater production, quality, and aquifer levels.
- Designs, scopes, schedules, budgets, and oversees special research and construction projects including identifying the need for and objectives of the project, estimates staff hours and other resource requirements to complete the project, and develops work methods for achieving project objectives; provides lead duties in the field for assigned project staff to ensure objectives are achieved and proper safety procedures and practices are followed.
- 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.
- Oversees the Meter Maintenance program for the groundwater management programs; performs troubleshooting on private wells; installs, maintains, repairs, and replaces 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.
- Oversees the Inactive Well Capping and Sealing Program for the groundwater management programs; designs, constructs, and installs well caps/seals for inactive wells to provide groundwater protection from surface contaminants and provide future monitoring wells for water levels and quality.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles of providing functional direction and training.
- Methods and practices of effective representation of District resource management interests.
- Methods and techniques of developing project scopes of work, budgets, identification of resources needed, and in overseeing projects.
- 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 operation, water quality sampling techniques, and groundwater acquisition programs.
- Modern statistical techniques used in water resource planning and water quality analysis.
- Methods and techniques of developing databases for operational reports.
- Quality control practices for water sampling.
- Methods and techniques of metal fabrication.
- Hydraulics and electricity.
- Distributional piping and pumping systems and the District's reclaimed and water distribution systems.
- GPS surveying techniques including software and hardware.
- Soil grading practices.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan, organize, and lead projects and staff, ensuring compliance with budget and scope of work parameters.
- 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.
- Percolation, aquifer, and storm water testing.
- Operate various electronic data collecting devices.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Follow and apply written and oral work instructions.
- 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:*

- Four (4) years of responsible experience providing technical support to a water quality or groundwater management program.

Education:

- 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.

Eastern Municipal Water District  
Job Title: Water Resources Technician III  
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 III. 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:* \_\_\_\_\_