

DOLORES WATER CONSERVANCY DISTRICT

JOB DESCRIPTION

JOB TITLE:	Water Resources Technician	DEPARTMENT:	Operation & Maintenance
FLSA STATUS:	Non-Exempt-Hourly	SUPERVISOR:	Water Resources Manager
WAGE RANGE:	\$39,478 - \$55,266 annually \$18.98 - \$26.57 hourly	DATE REVISED:	14 June, 2023

JOB SUMMARY

This position assists with the administration of the Dolores Project by managing Project water supply and by assisting with all aspects of the Project as assigned by the Water Resources Manager, including work in both the field and the office. The WR Tech provides technical support as needed, including record-keeping, supply forecasting, data collection and analysis, field measurements, and investigations, etc.

MAJOR DUTIES

1. Collects and interprets hydrologic data to calculate and manage Project allocations in accordance with governing contracts, agreements, and state water law. Data includes snowpack measurements, runoff, reservoir storage, diversions, and more.
2. Maintains reservoir reports for the administration of the Dolores River and McPhee Reservoir water supplies. Distributes reports to DWCD management and Project users. Prepares water-use data for billing of Dolores Project users. Reports are prepared in Microsoft Excel.
3. Communicates with Project users and coordinates with them, including to manage allocations based on water accounting data.
4. Develops summaries and graphics for Project supply management, outreach/education, and formal records.
5. Collects instrumentation data at McPhee Dam, Great Cut Dike and elsewhere within the Project according to schedule established by the USBR to ensure the Project infrastructure is monitored and maintained. Attends USBR inspections.
6. Performs field data collection, such as minor surveying, inspections, gage monitoring, shooting grade, or similar.
7. Assists with the development of the annual operating plan and in the operation of managed releases from the reservoir on filling years, including coordination with stakeholder representatives.

8. Administers the District's Upstream Exchange/Augmentation program, coordinating with MVIC and CDWR.
9. Maintains the District's GIS maps, including field GPS locates. May respond to one-call 811 locates for field work.
10. Represents the District at meetings as assigned, and is otherwise involved in public outreach and education.
11. Supports field techs in their duties, including reading meters, budgeting for and ordering repairs and replacement parts, and installing new delivery structures.
12. Reads and interprets Project plans in support of operations and maintenance of District infrastructure.
13. Coordinates with vendors to purchase shop and office supplies. Maintains a P.O. book.
14. Communicates operational changes to control room staff as directed by the Water Resources Manager. Provides support for the SCADA system operators and serves as a backup when needed.
15. Reports emergency or abnormal conditions to appropriate personnel.
16. Other duties as assigned.

QUALIFICATIONS

1. Degree in a scientific or a technical field, ideally water resources related, which included experience in the accounting of stream flows and water supply operations, including delivery, measurement, and infrastructure.

Or

An equivalent combination of relevant education, specialized training, or work experience.

2. Proficiency with Microsoft Excel, as well as other Microsoft Office applications.
3. The ability to express ideas clearly in written and verbal form, respond well to questions, perform public presentations, and participate in meetings.
4. Ability to work closely with coworkers and Project stakeholders, demonstrating teamwork and excellent customer service skills.
5. Ability to work independently, fulfilling duties and completing assignments in a timely manner without need for supervision.
6. Knowledge of mathematics and statistics. The ability to analyze large bodies of data, providing usable information.
7. Knowledge of water measurement and Colorado water administration.
8. Ability to read and understand contracts.

9. Proficiency with Windows 10 & 11. Ability to maintain an email account, operate telephone equipment, and navigate a web browser.
10. Ability to maintain a good driving record and possess a current Colorado motor vehicle driver's license.
11. Ability to work shift work; to work over time, to be on call and respond to call backs for nights, weekends and holidays.
12. Familiarity with mapping and analysis using ESRI ArcGIS Pro.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This position involves in-office computer work as well as fieldwork under various weather conditions. Must be able to perform moderate physical labor. Driving and the use of basic tools and monitoring/data collection equipment is required to perform fieldwork.

1. Ability to monitor a computer screen for extended periods (multiple consecutive hours or several hours per day).
2. Ability to work and travel in outdoor conditions of extreme cold or heat for several hours at a time, even at high elevations.
3. Ability to use snow traversal gear such as snow-shoes or skies.
4. Ability to work in confined spaces.
5. Ability to regularly lift up to 50 pounds and occasionally lift up to 100 pounds.
6. Ability to perform various physical activities in the performance of duties including stooping, crouching, climbing, balancing, bending, carrying, pushing, and pulling.
7. Ability to wear a respirator.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

REVIEW/APPROVALS

Department Manager

Date

General Manager

Date