



## JOB DESCRIPTION

**Job Title:** Watermaster  
**Section:** Varies  
**Reports to:** O&M Assistant Manager  
**FLSA Status:** Non-exempt (Hourly)  
**Union Position:** No  
**Revision Date:** February 26, 2021  
**Supersedes:** December 22, 2010

### Job Summary

Responsible for the operation, maintenance, water delivery and personnel in a specific area ("Watermaster Section") of the Quincy-Columbia Basin Irrigation District (QCBID or District).

### Duties & Responsibilities

*To perform the job successfully each essential function of the job must be performed satisfactorily. The following essential functions are activities that, if not performed, would significantly and fundamentally alter the position.*

- Directly responsible for the management and protection of the Watermaster section
- Coordinate operations in section, as assigned, to meet overall requirements for water delivery
- Water regulation, measurement, distribution to farms, recording and reporting water measurement data
- Oversee the repair, maintenance, rectification and modification of irrigation and drainage works
- Maintain and ensure safe repairs of all equipment; coordinate with the Fleet Supervisor to repair and maintain all equipment
- Supervise all Watermaster section personnel; coordinate with the O&M Assistant Manager, Safety Officer and Human Resources to ensure all personnel and safety concerns are administered properly
- Create and submit an annual sectional budget to the O&M Assistant Manager
- Coordinate with Water Quality Manager all aquatic applications and monitoring
- Maintain a strong and professional working relationship with all water users, assisting them when possible
- Investigate and resolve, if possible, water user complaints
- Train and inform subordinates of safe working practices and procedures applicable to their assigned duties
- Work with water users within the Watermaster section and with other agency representatives in order to uphold District policy
- Work with District employees outside the Watermaster section as needed to coordinate policy and interrelated activities
- Must be able to respond to afterhours emergencies year-round
- Maintain attendance
- Perform related duties and responsibilities as required
- Secondary function: other duties as assigned

### Supervisory Responsibilities

Assistant Watermaster and the Ditchrider/Canal Maintenance crew in the Watermaster section

## **Job Specifications**

*The following job specifications are representative of the knowledge, skills, abilities, education, and experience required to successfully perform the duties of this position.*

### **Education, Certification, & Licenses**

- High school diploma, GED or comparable education required
- Possess and maintain valid Washington State Commercial Driver License (CDL), or ability to obtain within 180-days of employment, and insurable driving record (MVR must be provided as a condition of employment) required
- Possess and maintain a Washington State Public Pesticide Operators License with Right-of-Way and Aquatic Irrigation endorsement, or be able to obtain one within 180-days of employment, required

### **Experience**

- 5 years experience with an Irrigation District required
- Experience as Assistant Watermaster strongly desired

### **Knowledge/Skills/Abilities**

- Knowledge of all District rules, regulations, procedures, handbooks, memos, and letters relating to field implementation of District policy
- Knowledge and skills in construction as related to canal maintenance, and the ability to accomplish specific District capital improvement projects given the detailed plans, specifications, and/or construction drawings.
- Ability to make decisions related to operation and maintenance of the canal system
- Ability to make decisions in stressful situations
- Demonstrated skill in personnel/crew supervision Aptitude for expediting the acquisition of supplies and material
- Effective oral and written communication skills
- Excellent interpersonal skills
- Self-motivated; ability to start and complete projects and tasks with minimal supervision
- Strong computer skills and working knowledge of Microsoft Office (Word, Excel, and Outlook)

### **Other**

- Must display a positive attitude and promote team work
- Must display a courteous, respectful and tactful manner with supervisor, public and co-workers
- Must follow all District safety policies
- Use strong reasoning skills and take responsibility for self in work environment
- Subject to monthly random drug testing per Federal Motor Carrier Safety Administration (FMSCA)
- Must pass an extensive background check and pre-employment drug screen as a condition of Employment
- Must be able to obtain and maintain federal clearance (PIV card) for operating the SCADA program
- Must live within QCBID boundaries; prefer residence with the Watermaster section boundaries
- Must perform weekend stand-by and emergency call-out night duty during the water season (mid-March to mid-October)

### **Working Conditions**

*This position will expose the worker to environmental conditions found both indoors in an office setting, and outdoors.*

- Will frequently be exposed to extreme temperature, weather and environmental conditions
- Will frequently be exposed to dust, dirt, fumes, vapors and other pollutants

- May occasionally be exposed to or in proximity of caustic chemicals and/or solvents
- May occasionally be exposed to loud environments and vibration from equipment
- May occasionally be exposed to heights, darkened, cramped and/or confined spaces
- Will frequently be exposed to hazards such as rapidly moving water
- Will frequently be exposed to inherent hazards such as slipping, tripping, falling, vehicle accidents

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to qualified individuals with sensory, mental, or physical disability to perform the essential functions.*

- Must be able to sit, stand, walk, bend/stoop, twist, reach, talk and hear frequently and for long periods
- Must be able to crouch, kneel and crawl frequently
- Must be able to lift and move up to 10 lbs. frequently and up to 50 lbs. occasionally
- Must be able to grip, grasp, and handle objects frequently
- Must have manual dexterity to operate a motor vehicle, various tools, equipment and machinery
- Must be able to communicate clearly, both orally and in writing
- Must be able to navigate over and through a multitude of surfaces (i.e.: cement surfaces, dirt, gravel, grass, steep banks, etc.)
- Must be able to drive in all weather conditions

### **Compensation**

**Wage:** Level 7 of the Non-Bargaining Wage Schedule

### **Benefits:**

- Medical/Dental Insurance, including Vision and Prescription Drug coverage effective first of month following date of hire, with choice of
  - Preferred Provider Plan (PPO), or
  - High Deductible Healthcare Plan (HDHP) with Health Savings Account (HSA)
- District paid basic life insurance and long-term disability insurance effective first of month following date of hire
  - Voluntary life, long-term and short-term disability insurance available
- Paid Sick Leave (accrual begins date of hire, eligible to use 90-days after date of hire)
- Paid Annual Leave (accrual begins after introductory period is complete, minimum 180 days-maximum 270 days)
- Paid Holidays (eligible 30-days after date of hire)
- Washington State Public Employees Retirement System (PERS)
- Washington State Deferred Compensation Program (DCP) match

This is a full time position based in one of the six (6) Watermaster sections in the District. Working hours are 7:30am-4:30pm, Monday through Friday. During the water season (mid-March to mid-October) weekend stand-by, emergency call-out duty, and occasional overtime is required. Travel outside the District to attend conferences and/or trainings may be required.

Quincy-Columbia Basin Irrigation District is an Equal Opportunity Employer. This organization participates in E-Verify.

*Employment at Quincy-Columbia Basin Irrigation District is at-will. Neither this job description, nor any other QCBID document, grants any contractual right, either expressed or implied, to remain in the employment of the District; nor does it guarantee any fixed terms and/or conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by QCBID, or you may resign for any reason at any time.*