



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
4/23/25

Agency: Water Resources Department

Facility: Region 6 WRD Office, Klamath Falls, OR

New       Revised

This position is:

Classified  
 Unclassified  
 Executive Service  
 Mgmt Svc – Supervisory  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

## SECTION 1. POSITION INFORMATION

a. Classification Title:	Natural Resource Specialist 4			b. Classification No:	C8504		
c. Effective Date:	7/1/2021			d. Position No:	3000007		
e. Working Title:	District 17 Watermaster			f. Agency No:	69000		
g. Section Title:	Field Services Division – Region 6			h. Budget Auth No:	431030		
i. Employee Name:	VACANT			j. Repr. Code:	OAO		
k. Work Location (City – County):	Klamath Falls, Klamath County						
l. Supervisor Name: Tom Skiles – NRPSM-2 Region 6 Manager							
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share			
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Computer	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

## SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position represents the Department and the Field Services Division in Region 6, the South-Central Region in both office and field settings. The watermaster is regularly involved in issues of significant impact to the surface water and groundwater resources of Oregon, water users, instream benefits and subsequent other water-related public benefits. Watermasters are regularly involved in controversial or complex agency policy and decision making which may affect broader Department policy. The Watermaster responds to water right disputes, informational inquiries and complaints in a timely manner, thus preventing potential loss of crops, life, property or aquatic life while actively enforcing Oregon water laws, administrative rules from all divisions of the agency, and Water Resources Commission policies. The overall program is statewide.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position represents the Department and the Field Services Division in the Regional hub Klamath Falls in both office and field settings. Water management in this basin is complex; there are interstate water issues in this district requiring investigations and solutions without established procedures. The ongoing adjudication, concerns around water availability and diminishing surface and groundwater supplies further complicate water management in the Basin. Water management decisions in this basin are highly controversial, are of high value, and due to large stakeholder groups with significant financial interests, ESA issues, and Tribal water rights and needs, are of a sensitive nature. Because of the time-critical and complex water management, regulation and distribution, and hydrologic data collection occurring in this district, this position prioritizes and assigns tasks, directs staff concerning watermaster duties and procedures, and reviews daily work assignments for completeness and quality. This position will assist with the orientation and onboarding of new WRD employees that are based out of this region office in Klamath Falls as well as provide daily guidance to any Klamath County funded staff in the office in conjunction with the County and Region Manager.

This position will perform work with our core values in mind. The person in this position performs duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engages in effective team participation through a willingness to assist and support co-workers, supervisors, and other work-related associations; develops good working relationships with division and agency staff through active participation in accomplishing the agency mission and resolving problems in a constructive manner; demonstrates openness to constructive feedback in an effort to strengthen work performance and contributes to a positive, respectful, and productive work environment.

The Field Services Division seeks to promote a workplace culture that understands and appreciate differences among people, utilizes that understanding and appreciation to improve our services and fosters a work culture that is welcoming and inclusive to all.

### SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
65%	NC	E	<p><b>Watermaster Duties:</b> Responsible for regulatory and enforcement program activities in District 17. This involves working in an office setting as well as in the field, requiring extensive knowledge of water rights, water laws, adjudication processes and court decrees, case law, administrative rules, and agency policies for the proper regulation of water use and the enforcement of the water laws, administrative rules, agency policies, court decrees, determined claims, water rights, permit and certificate conditions, and contracts. This affects all of the people in the State whether they divert water directly or enjoy in-stream values such as fishing, boating, and hiking along streams and lakes.</p> <ul style="list-style-type: none"><li>• Research disputes and resolve problems by contacting parties involved and explaining related laws, rules and policies associated with water distribution, water right condition noncompliance, dam safety, and well construction. Mediate disputes if voluntary compliance fails and adjudge them when necessary.</li><li>• Research and interpret water right and well log documents for information needed for distribution, to resolve complaints, and provide information to the public upon request.</li></ul>

			<ul style="list-style-type: none"> <li>For other staff in the office, daily or as needed, prioritize and assign tasks, direct staff concerning work procedures and standards, review completeness and accuracy of work, and assist with orientation of new staff.</li> <li>Provide informal feedback of state employee performance to the region manager as requested and when needed.</li> <li>Provide informal feedback of County employee performance to County administrative group as needed.</li> <li>Distribute available water by controlling the amount of water diverted during times of shortage in accordance with State water laws, decrees, determined claims, water use permit and water right certificate conditions and limitations, policies, and internal guidance.</li> <li>Document violations of water use, permit conditions, well construction and reservoir maintenance observed in the field and implement state-wide enforcement policies through personal contact with the violator(s), written notices, letters, warrants or affidavits. Coordinate with Enforcement Section, service to violators with notices of violation within ten (10) days of confirmed violation.</li> <li>Submit completed enforcement referral form and file to Enforcement Section Manager if compliance is not achieved.</li> <li>Compile evidence and file complaints with the district attorney when necessary after consultation with Region Manager, Division Administrator, and Enforcement Section Manager.</li> <li>Select sites and approve plans for installation of headgates and other water controlling devices, gaging stations, staff gages, weirs, flumes and other measuring devices on streams, wells, canals, and pipelines for regulation and enforcement monitoring purposes.</li> <li>Testify as an expert witness at administrative hearings, civil proceedings, and some criminal proceedings.</li> <li>Work with attorneys, legislators, basin councils, advisory groups, emergency services organizations, federal, state, and local government agencies or groups on water issues.</li> <li>Draft guidance memorandums and implementation strategies for department staff and the regulated communities. Inform appropriate department staff of current developments in the District that affect their methods and workloads.</li> </ul>
15%	NC	E	<p><b>Develop and promote water management programs within the watermaster district.</b> Assist in the restoration and protection of streamflow and watersheds to ensure the long-term sustainability of Oregon's ecosystems, economy, and quality of life whenever possible.</p> <ul style="list-style-type: none"> <li>Coordinates cooperation through planning, organizing and scheduling meetings and work sessions with other State &amp; Federal agencies, local governments, tribes, water user groups and other divisions within the department.</li> <li>Represent the Department at informational meetings, public hearings and before water user group boards, County boards of Commissioners and other State and local government and NGO groups.</li> </ul>
10%	NC	E	<p><b>Collect hydrologic data consistent with state-wide program and established procedures.</b> These data are used to address Oregon's water supply needs, to monitor existing water usage, and to identify the quantity of water available for future uses.</p>

			<ul style="list-style-type: none"> <li>• Make and/or assign flow measurements of canals, streams, rivers and wells using hydrologic data collection instruments.</li> <li>• Assign and/or measure groundwater levels in wells to establish water level trends.</li> <li>• Assist with site selection and installation and operation of gaging stations and staff gages for streams, lakes, reservoirs, and wells for data collection needs.</li> <li>• Train staff on measurement techniques, site selection, best practices and evaluate field data collection for accuracy and quality.</li> </ul>
10%	NC	E	<p><b>Other duties assigned by Regional Manager and Division Administrator:</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct projects</b> such as, but not limited to: equipment repair, well inspections, dam inspections, legal research, preparation of staff reports on issues to be presented to WRC, special projects for the Division and intersectional projects and provide assistance to other sections/divisions of the Department.</li> <li>• <b>Budget responsibilities:</b> Follow the budget guidelines set out by the funding entity while assuring compliance with state law and policies; prepare and submit non-state budgets for assigned local government programs and contractual obligations, including office expenses, and oversee the expenditure of these funds in a fiscally responsible manner.</li> <li>• <b>Work with Local Governments:</b> This task requires knowledge of local government personnel policies and collective bargaining agreements. Failure to adhere to the proper policies and contracts can result in unlawful practice suits and/or grievances against the State. Oversee locally funded programs such as county hydrographic data collection, well inspection, and stream flow distribution programs consistent with WRD policies and programs when appropriate. Assist in developing job descriptions and provide recommendations for performance appraisals for locally funded staff.</li> </ul>
100%			

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Frequently work with people who often get irate when their water diversion works and wells are regulated. This can happen daily during times of water distribution, complaint investigation and regulation. Must tolerate wading in swift, cold streams and work from stream banks. Must travel in varied weather and road conditions in motor vehicles. Depending on territory job may occasionally involve the use of snowshoes, cross country skis, all-terrain vehicles or other field equipment. Occasionally conduct stream discharge measurements during flood conditions from bridges or stream banks. Is often alone in remote areas with little to no supervision. Occasionally lift up to 75 pounds.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Familiarity with ORS Chapters 536 through 543 with specific focus on chapters 536, 537 and 540.

Familiarity with OAR Chapter 690 and operational understanding of Divisions 008, 009, 017, 019, 077, 250-260, 300 and 500.

Court decrees and relevant case law.

Field Operations Manual

Agency policies regarding regulation of water, assisting the public, enforcement, hydrologic data collection, dam safety and well construction.

**b. How are these guidelines used?**

This knowledge is used to make prompt decisions in the field and to answer client questions. Many of these decisions are irreversible and can have large financial impacts on the party being regulated.

Without this knowledge, the department would be unable to carry out its mission and the state would be exposed to significant financial liability.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Attorneys	In person, by mail, email or telephone	Information/Testimony	Monthly
Basin Councils, Water Boards, etc.	In person, by mail, email or telephone	Information/Coordination/Meetings	Monthly
Budget Committees	In Person	Budgets	As Needed
County Governments and Departments	In person, by mail, email or telephone	Budgets/Meetings/Information	Weekly
Department Staff	In person, by mail, email or telephone	Assistance/Information/Projects	Daily
Federal Agencies	In person, by mail, email or telephone	Information/Coordination/Complaints	Weekly
Local Municipal and other local government entities	In person, by mail, email or telephone	Information/Coordination/Complaints	Monthly
Law Enforcement – State and County	In person, by mail, email or telephone	Coordination/Complaints/Enforcement	Monthly
NRCS and SWCD	In person, by mail, email or telephone	Information	Monthly
Oregon Dept. of Fish and Wildlife	In person, by mail, email or telephone	Information/Coordination/Complaints	Weekly
Other State Agencies	In person, by mail, email or telephone	Information/Meetings/Complaints	Weekly
Professional Engineers/Geologists	In person, by mail, email or telephone	Information/Review	Monthly
Realtors	In person, by mail, email or telephone	Information	Weekly
Tribal Governments	In person, by mail, email or telephone	Information/Meetings	Monthly
Water Use Organizations and Districts	In person, by mail, email or telephone	Information/Meetings/Enforcements	Weekly
Water Users	In person, by mail, email or telephone	Information/Regulation/Enforcement	Daily

Well Constructors	In person, by mail, email or telephone	Information/Start card/Inspection	Weekly
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## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

When regulating the diversion of water, the decision of how much flow can be taken has to be made based on knowledge of water rights, water law, administrative rules, case law and the amount of water available at the point of diversion. The effects of this decision can be the loss of valuable crops or the loss of fish and recreation. Once a decision has been made and action taken, it cannot be reversed. Once water has run past a diversion, the appropriator cannot get it back. Poor selection during the hiring of locally funded employees can have similar consequences. Secure local budgets from counties - failure will impair the department's ability to carry out its mission. File complaints, initiate other enforcement - errors can injure the Watermaster's credibility and effectiveness with the regulated community and expose the state to significant financial liability.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
SC Region Mgr. (NRPSM-2)	2314002	In person, by mail, email or telephone	As needed	Difficult problems, new laws and proposed legislation, new rules, new policies, and new programs are reviewed. Litigation requires multi-level coordination within the Agency. Training is provided via virtual and in-person environments.
FSD Administrator	3000114	In person, by mail, email or telephone	As needed	

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? \_\_\_\_\_ 0  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_ 0

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Must have a valid driver's license and acceptable driving record.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

## **SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## **SECTION 12. SIGNATURES**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date