



State of Oregon Position Description

Company: Water Resources Department
Organization: Field Services North Central Region - OWRD
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Natural Resource Specialist 2	Job Profile ID:	8502
Business Title:	Assistant Watermaster Pendleton (Natural Resource Specialist 2) (Unfilled)	Position ID:	000000015636
Employee Name:		Company ID:	69000
Representation:	OAO	Budget Auth No:	431340
Location:	Pendleton OWRD		
Supervisor:	Chris Kowitz (Natural Resource Protection and Sustainability Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Field Services Division is the operations portion of the agency. Watermasters and assistants are to enforce water law, administrative rules, and agency policy. This includes settling of water right disputes; protection of existing instream and out of stream water rights; collection of hydrologic data for planning and regulation; inspection of dams to prevent loss of life and property; and inspection of well construction to prevent contamination of the ground water, loss of artesian pressure and water waste. This affects all of the people in the state whether they divert water directly or enjoy instream values such as fishing, boating, and hiking along streams and lakes. Watermasters and assistants work to restore and protect streamflows to enhance the long-term sustainability of Oregon's ecosystems. The overall program is statewide.

This position represents the agency in a field location and is located in the Region Office. From the field location, the Assistant Watermaster responds within the North Central Region to water right disputes, informational inquiries, and complaints in a timely manner thus preventing potential loss of crops, life or property.

Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all people courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects, and in identifying and resolving problems in a constructive, collaborative manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance.

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.

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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. JOB DESCRIPTION

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.

40% NC E

Collect and compile hydrologic data within the North Central Region. For surface water, make stream flow measurements of canals and streams and at gaging stations in compliance with measurement program standards; service, maintain, and repair gaging stations.

Assist the regional Hydrographic Technician in processing stream flow records. Requires knowledge of hydrographic techniques in all phases of stream flow record production. For ground water, measure water levels in wells, determine well location and ownership, tie well logs to the proper tax lot. Prepare data and findings reports. Work with the Department's hydrogeologists to assist with ground water studies, including initial assessment of data collection wells and collection of ground water level data. Assist and provide guidance to water users on the proper installation of measuring devices.

25% NC E

Assist Watermasters within the North Central Region in responding to water distribution needs, enforcing water law and installation of measuring devices. Respond to distribution complaints by researching water rights, determining proper distribution, and implementing required regulation, under the general supervision of the Watermaster and Region Manager. Maintain a strong working knowledge of water law, court decrees, water right records, property legal descriptions, administrative rules, agency policy and physical aspects of water rights. Prepare reports and evidence for Watermaster and Region Manager when formal enforcement procedures are needed. Accomplish the agency's goals of installation of measurement devices on significant points of diversion.

10% NC E

Assist Watermasters within the North Central Region in responding to ground water complaints by compiling information relative to the complaint, researching well information and working with the Department's hydrogeologists. Prepare reports and evidence for Water master and Region Manager when formal enforcement procedures are needed.

15% NC E

Assist the public within the North Central Region in researching water right records, well records, and hydrographic records. Prepare and maintain summaries of hydrographic records on a computer database for distribution to the public.

5% NC E

Inspect wells within the North Central Region for proper construction methods and perform safety inspections of dams.

5% NC E

Other duties as assigned.

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.

SECTION 5. GUIDELINES

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

How are these guidelines used?

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	How	Purpose	How Often?
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SECTION 7. POSITION RELATED DECISION MAKING

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

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
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SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date