



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/24/18

Agency: Water Resources Department

Facility: Grants Pass, OR

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Specialist 3
b. Classification No: C8503
c. Effective Date:
d. Position No: 9700094
e. Working Title: Watermaster
f. Agency No: 690
g. Section Title: FSD/SW Region
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OA
k. Work Location (City - County): Grants Pass - Josephine
l. Supervisor Name (Optional): Jake Johnstone
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [x] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive [x] Professional [ ] Administrative
o. Eligible for Overtime: [ ] Yes [x] 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.

The Field Services Division is the operations portion of the agency. Watermasters are to enforce water law, administrative rules, and agency policy. This includes settling of water right disputes; inspection of dams to prevent loss of life and property; inspection of well construction to prevent contamination of the ground water, loss of artesian pressure and water waste; collection of hydrologic data for planning and regulation; and protection of existing instream and out of stream water rights. 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. Watermasters work to restore and protect streamflows to enhance the long term sustainability of Oregon's ecosystems. This position contributes to improvements in KPMs #2 (Protection of Instream Water Rights), KPM #3(Monitor Compliance), KPM #4 (Streamflow Gaging), KPM #8 (Number of Significant Diversions with Measurement Devices Installed), and KPM #12 (Promote Efficiency in Field Staff Regulatory Activities) is expected. This position also contributes to implementation of Oregon's 2012 Integrated Water Resources Strategy, consistent with recommended actions including: improving water resources data collection (action item #1b); and funding water resources management at the State Level (#13B).

**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 agency and the Southwest Region from the field office in Grants Pass. From this location, the Watermaster responds to water rights disputes, informational inquires 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. Regular attendance is an essential function required to meet the demands of this job and to provide the necessary services, the Watermaster must find a balance between field work and office coverage.

Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through a willingness to assist and support co-workers, supervisors, and other work related associations. Develop good working relationships with division and agency staff through active participation in accomplishing the agency mission and resolving problems in a constructive manner. Demonstrate openness to constructive feedback in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work place.

**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
60%	NC	E	<p>Responsible for state-wide regulatory and enforcement program activities in assigned area. This involves working in an office setting as well as in the field, requiring extensive knowledge of water rights, water laws, court decrees, case law, administrative rules, contracts and agency policies for the proper regulation of water use and the enforcement of the water laws, rules, and policies. 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>• 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> <li>• Research and interpret water law, case law, administrative rules, agency policies, and court decrees as appropriate to resolve disputes within assigned geographic area.</li> <li>• Distribute available water by controlling the amount of water diverted during times of shortage in accordance with State water laws, decrees, water use permit and water right certificate conditions and limitations, policies, internal guidance, etc.</li> <li>• Document violations of water usage, permit conditions, well</li> </ul>

			<p>construction and reservoir maintenance observed in the field and implement state-wide enforcement policies through personal contact with the violator(s), written notices, letters, affidavits, etc. Serve violators with notices of violation within five (5) days of confirmed violation.</p> <ul style="list-style-type: none"> <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 and appropriate after consultation with Region Manager 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. <b>Work with water users and require installation of measuring devices on significant points of diversion (SPODs) consistent with Department Goals.</b></li> <li>• Testify as an expert witness at administrative hearings, civil proceedings, and some criminal proceedings.</li> <li>• Consult with and advise attorneys, legislators, lending institutions, basin councils, advisory groups, emergency services organizations, federal, state, and local government agencies or groups on water issues.</li> <li>• Consult with and advise individuals and groups of water users regarding state-wide agency programs and associated requirements, rules, regulations, etc.</li> <li>• Develop and implement training and education programs concerning state-wide Water Resources Department (WRD) programs and policies within assigned area.</li> </ul>
15%	NC	E	<p>Develop and promote water management programs within assigned area. Assist in the restoration and protection of streamflows and watersheds in order to ensure the long-term sustainability of Oregon's ecosystems, economy, and quality of life whenever possible. Requires interaction with other State agencies, Federal agencies, local governments, groups, and other divisions within the department.</p> <ul style="list-style-type: none"> <li>• Identify water management deficiencies and efficient and effective actions to correct them.</li> <li>• Assist the Department in the development of water management and stream restoration programs within assigned area.</li> <li>• Interact with, educate, and assist local agencies, groups and individuals to promote beneficial water use and management programs using WRD policies and programs.</li> <li>• Maintain accurate water right records.</li> <li>• Monitor water availability and use with a system wide approach. Develop and promote water management and stream restoration programs through water users groups.</li> <li>• Work with county planning departments in assigned area to assure that water rights are accurately identified, apportioned and located when land is partitioned.</li> <li>• Assist county planning departments in assigned area to identify available water for human consumption and economic development as is appropriate.</li> </ul>

15%	NC	E	<p>Collect hydrologic data in assigned area consistent with state-wide program. 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 flow measurements of canals, streams, rivers and wells using hydrologic data collection instruments.</li> <li>• Measure groundwater levels in wells to establish water level trends.</li> <li>• Select sites and oversee installation and operation of gaging stations and staff gages for streams, lakes, reservoirs, and wells for data collection needs.</li> <li>• Compile, organize, and submit stream discharge and groundwater level data to region office or Salem as required.</li> <li>• Consult with and instruct water users, water user groups, volunteers and interest groups about proper installation, operation, and maintenance of measuring devices.</li> <li>• Identify and promote system wide flow measuring needs and alternatives by being knowledgeable of water needs and streamflow characteristics.</li> <li>• Develop and manage local hydrographic data collection programs involving local governments and cooperators as is appropriate and consistent with regional program. Assure that contractual obligations are met with resources provided by the cooperators.</li> <li>• Compute stream flow records, processing flow and temperature data.</li> </ul>
10%	NC	E	<p><b>Other duties assigned by Regional Manager and Division Administrator</b></p> <p>Conduct projects such as, but not limited to: well inspections, dam inspections, legal research, preparation of staff reports on issues to be presented to WRC, and assistance to other sections/divisions of the Department.</p> <p>Budget responsibilities. 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. Prepare and submit budgets for local government programs and contractual obligations; oversee expenditure of funds in a fiscally responsible manner.</p> <p>Work with Local Governments. 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 any locally funded staff.</p>
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.**

Work with people who often get irate when their water diversion works and wells are regulated. This happens daily during times of water distribution and regulation. Must tolerate wading in swift, cold streams and work from bank operated cableways. Must travel in varied weather and road conditions in motor vehicles, snowmobiles, ATVs, or on skis or snowshoes. Required to make stream discharge measurements under flood conditions. Is often alone in remote areas without phone, radio or other contact. Must 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.**

A work priority system has been established. Must have knowledge of, abide by, and enforce ORS chapters 190, 225, 261, 274, 390, 468, 498, 509, 522, 536-543, 549, 772; also OAR chapter 690. Must be knowledgeable of relevant case law. Must know the procedures for preparing, submitting and presenting budgets to county governments and their budget committees. Must be familiar with agency policies regarding regulation of water and wells, assisting the public, enforcement, 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 enormous 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?
Water Users	Phone/Person/Office/Field	Regulation/Information	Daily
Realtors and Attorneys	Phone/Person/Office	Information	Daily/ Weekly
Professional Engineers/ Geologists	Phone/Person	Information/Review	Once or Twice a Month
Well Constructors	Person/Phone/Office/Field	Start card/Inspection/Information	Once or Twice a week

NRCS and SWCD	Phone/Person/Meetings	Information	Monthly
County Governments and Departments	Phone/Person/Meetings	Budgets/Meetings/Information	Twice a Month
Budget Committees	Person	Budgets	Twice per year per county
Oregon Dept. of Fish and Wildlife	Phone/Person/Meetings	Information/Coordination/Complaints	Weekly
Other State Agencies	Phone/Person/Meetings	Information/Meetings	Weekly/Monthly
Federal Agencies	Phone/Person/Meetings	Information/Coordination/Meetings	Monthly
Water Use Organizations and Districts	Phone/Person/Field/Meetings	Information/Enforcement/Meetings	Weekly
Basin Councils, Water Boards, etc.	Phone/Person/Meetings	Information/Coordination/Meetings	Twice a Month
Department Staff	Phone/Person	Assistance/Information	Daily/Weekly

## 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. 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
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Region manager (Principal Executive Manager E)	3000013	Policy guidance, rule writing, hearings, standards, occasional legal advice and some enforcement activities are provided. Due to the distance,	As needed	Difficult problems, new laws and proposed legislation, new rules, new policies, and new programs are reviewed and training
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		urgency and isolated location of work little review is provided.		provided at annual Water Master Conferences and by the Regional Manager, or other staff.	
FSD Administrator Salem Staff	3000114		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:

Knowledge and experience operating and maintaining water measuring devices, telemetry systems, surveying equipment, hand tools, and in collecting and reporting hydrologic data. Knowledge and experience operating computers required. Job will require occasional use of snow shoes, cross country skis, and all- terrain vehicles. Must have a valid driver’s license, or must provide alternate transportation.

**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>		

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## 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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date