

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Water Resources Technician II</b>		DWR POSITION NUMBER <b>4200-3043-096</b>	SAP POSITION NUMBER <b>50003072</b>	MCR <b>I</b>
APPOINTEE <b>Joseph Scott</b>		SAP PERSONNEL NO. <b>4147</b>	DIVISION/SECTION <b>DPLA/Northern Dist. Water Management Branch</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input checked="" type="checkbox"/>	Rank and File BU: <b>R11</b>
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Shawn Pike</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Engineer, WR</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jeanne Lee</b>			DATE <b>12/26/06</b>	

Percent of Time	Activity
40%	<p><b>POSITION SUMMARY</b></p> <p>Under supervision of the Senior Engineer, Water Resources, the Water Resources Technician II serves as the Watermaster for various Watermaster Service Areas in accordance with Division II, Part 4 of the California Water Code. The incumbent is required to perform both field and office activities.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; communicate effectively and provide weekly or daily updates on work assignments to supervisor and Branch Chief; exercise good judgment. The specific essential duties are as follows:</p> <p>Contact water users in person or by phone early in the season, or upon first beginning work in an area, and explain the probable flow regime and potential diversion adjustments according to snowpack and type of water year. Determine the available water supply for each of several stream systems on a daily basis by measuring sometimes deep, swift, cold stream flows. Use mathematical computations to calculate and record flows or determine flows by remote queries or manual downloads of stream gaging stations. Determine flows to be distributed by analyzing court decree documents and proportion diversion amounts according to actual stream flows per court decree schedules. Distribute flows through structures, ditches, and gates to over 100 water users. Record daily activities, phone calls, stream and diversion flows in dated field books, and give the field books to the supervisor each month. This may require driving a vehicle on public roadways or in the field on uneven terrain.</p>

SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Shawn Pike</b>	SUPERVISOR'S SIGNATURE ➤	DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
EMPLOYEE'S NAME (Print) <b>Joseph Scott</b>	EMPLOYEE'S SIGNATURE ➤	DATE

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<i>Percent of Time</i>	<i>Activity</i>			
20%	<p><b>Maintain Watermaster field schedules for consistency with court decrees, by consulting with other Watermasters, by applying knowledge of new landowners and parcel splits, by continually analyzing court decrees, and assigning diversion amounts to comply with the decree. Use SAP with help of the supervisor to determine program charges for each subarea and apportion charges to be sent to county tax assessors.</b></p>			
10%	<p><b>Prepare annual Watermaster reports for assigned Watermaster Service Areas, using Department standard software (currently Microsoft Word, Excel, AutoCAD, and Access databases), in coordination with the supervisor, Branch Chief, and other Watermasters.</b></p>			
15%	<p><b>Design and construct water diversion and measuring structures with use of tools, concrete, and wood. Purchase supplies at local stores and process all purchasing paperwork according to State requirements.</b></p>			
10%	<p><b>Design, install, maintain, and service, annually or as needed, surface water measurement stations. Download and process data from these stations to determine stream and diversion flow hydrographs and quantities.</b></p>			
5%	<p><b>Independently resolve most disputes between water users. Maintain records including the dated field books to explain to water users the decisions to adjust or cease diversions. Coordinate with County, State, and federal agencies as necessary to accomplish Watermaster work within the Service Area. Coordination includes researching information at the County courthouse, obtaining or assisting water users with obtaining environmental permits for proposed diversion structures.</b></p>			
	<p><b>WORK ENVIRONMENT</b></p> <p><b>During the assigned watermaster season, the watermaster works in remote areas. Some work may be done most effectively before or after normal work hours, and on weekends. The watermaster may receive some calls from water users outside of normal work hours and on weekends. The watermaster shall be compensated for the actual work time voluntarily worked outside normal work hours. The incumbent must work alone for days at a time and must use independent judgment and knowledge of the specific stream hydrology. Maintaining and installing surface water measurement stations may require access via a ladder or tall stairway.</b></p> <p><b>Remain calm and professional while communicating with sometimes hostile water users.</b></p> <p><b>All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the department and program with defensible information in an audit.</b></p>			

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<i>Percent of Time</i>	<i>Activity</i>		
	<p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p><b>SPECIAL REQUIREMENTS</b></p> <p>Due to the above tasks, the incumbent must possess a valid California Driver's License.</p> <p>Position is listed in the Department's Conflict of Interest Code and requires financial disclosure.</p> <p><b>PHYSICAL ABILITIES</b></p> <p>Incumbent must be able to:</p> <ol style="list-style-type: none"> <li>1. Operate motorized boats and four wheel drive vehicles.</li> <li>2. Work around fast and deep flowing water.</li> <li>3. Swim or stay afloat in case of capsizing.</li> <li>4. Perform heavy manual work, move heavy objects such as boat motors and current meter torpedoes.</li> <li>5. Have full range of movement to bend, stoop, and twist.</li> <li>6. Traverse rugged terrain.</li> </ol>		