

**MONTHLY SALARY RANGE # 17**  
**\$4,631 - \$5,629 Monthly**

**DEFINITION**

Under direct or general supervision, performs water management, flood management, water quality and habitat restoration/management functions; operates and maintains heavy equipment such as tractors, excavators and trucks; operates and maintains habitat restoration irrigation systems; performs stream gaging; assists in conducting field inspections and investigations of the Agency's systems and facilities; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Streamkeeper, Principal Water Resources Engineer, and/or Supervising Water Resources Engineer. No direct supervision of staff is exercised.

**CLASS CHARACTERISTICS**

This is the entry-level class. The Water Agency currently does not have additional classes for Water Resources Technicians, but can add classes in the future to provide for promotional opportunities.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Logistical planning and preparation to implement field work project.
- Operates and maintains water resource projects such as weed management and irrigation.
- Operates heavy equipment such as tractors, trucks and excavators.
- Performs or arranges for maintenance and repair of equipment.
- Performs stream gaging to measure streamflow.
- Assists engineering staff in engineering projects, including surveying, site plan development and field inspections
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency's monitoring stations, water distribution systems and flood control facilities.
- Assists in project management of outsourced construction projects such as preparing contracts and scheduling work dates and task orders.
- Assists in flood monitoring and channel maintenance by performing routine measurements and keeping records of stream flows.

## **QUALIFICATIONS**

### **Knowledge of:**

- Safe practices for operation of heavy equipment.
- Basic use of power tools, hand tools and electrical equipment.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Computer applications related to the work, particularly database applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

### **Ability to:**

- Operate heavy equipment on rough terrain
- Install heavy irrigation pipes and pumps
- Wade into running water to take measurements
- Operate a canoe and boat
- Perform simple repair of equipment
- Understand and interpret basic to routine engineering construction plans, specifications, and other contract documents.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:** *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Must have experience operating heavy equipment such as tractors, trucks and/or excavators. No specific educational requirements.

### **License and Certifications:**

Possession of an appropriate California driver's license and a satisfactory driving record. Must be able to obtain a Class A certification within 6 months of hire. Employees with Class A driver's license are subject to random drug testing per the DOT requirements. This position is eligible for a 5% pay differential once the Class A California Driver's License is possessed.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate heavy equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be infrequently required to work on evenings, weekends, and holidays.

### **CURRENT EMPLOYEE BENEFITS**

**RETIREMENT** - The Agency participates in CalPERS retirement program. New CalPERS members have a defined benefit formula of 2% at age 62 and pay a contribution rate of 50% of the normal cost.-The Agency is not enrolled in Social Security.

**HEALTH BENEFITS** – The Agency has a cafeteria plan for medical insurance (through CalPERS). Up to \$12,500 per year is available for medical insurance costs. 25% of any unutilized benefits in the cafeteria plan is reimbursed to the employee at the end of the calendar year. The Agency pays the cost of the following benefits:

- ◆ Dental Insurance for employee and dependents.
- ◆ Disability Insurance for the employee.

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- ◆ Long-Term Care Insurance for the employee and dependents up to \$800 per year.
- ◆ Post-Retirement Health.

LEAVE - Regular full-time employees accrue vacation leave at the rate of 15 day per year. After three (3) years employees accrue vacation leave at the rate of 20 days per year. Regular full-time employees accumulate 12 sick leave days per year.

HOLIDAYS – Regular full-time employees receive 12 paid holidays per year.

OTHER BENEFITS – Employees may elect to participate in a deferred compensation plan and/or a flexible spending account plan.

### **SELECTION PROCESS**

Based on the information provided in the application documents, the best qualified applicants will be invited for an interview. All applicants meeting the minimum qualifications are not guaranteed an interview. If selected the job offer is contingent upon completing a pre-employment medical examination.

### **HOW TO APPLY**

Please refer to job flyer.