

WEST EXTENSION IRRIGATION DISTRICT
JOB DESCRIPTION
IRRIGATION SYSTEMS OPERATOR

A. GENERAL:

This position is non-exempt and works under the supervision of the Field Supervisor. The work of the Irrigation System Operator is primarily performed in the field. The duties are to ensure the safe and efficient delivery of District water to its patrons. This person is often the primary contact with customers, thus good public relations abilities are important.

Irrigation System Operators must acquire and maintain necessary licenses pertaining to normal operation of the district. This will include, but not be limited to: Commercial Drivers License (CDL) with Haz Mat and trailer endorsements, Public Applicators license for Aquatic herbicide or Right-of-way, Red Cross First Aid card, CPR card.

Employees will acquire working knowledge and stay current with policies of regulating authorities such as OSHA, Dept. of Environmental Quality (NPDES permit), Dept. of Agriculture, EPA's FIFRA pesticide labeling requirements, and ODOT regulations as related to their job.

B. ESSENTIAL REQUIREMENTS:

- 1) High school diploma, or equivalent, plus a minimum one (1) year of experience and / or training in agricultural irrigation practices and / or distribution or a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.
- 2) Regular and reliable attendance record.
- 3) Ability to work weekends, split shift and overtime.
- 4) Compliance with the WEID drug and alcohol program.
- 5) Ability to perform basic mathematical functions for accurate calculations
- 6) Ability to understand oral and written instructions in English.
- 7) Ability to work independently or as part of a crew
- 8) Ability to establish an effective working relationship with other employees, supervisors, outside contractors, and the public.
- 9) Possess excellent time management skills and ability to efficiently prioritize work tasks.
- 10) Must meet the physical requirements of the job, listed below.

C. SPECIAL REQUIREMENTS:

- 1) Employment contingent upon passing a criminal conviction and local background check.
- 2) Employment contingent upon passing a pre-employment drug and alcohol screening.
- 3) Have a valid Oregon State driver's license and good driving record.
- 4) Must be able to secure and maintain CDL with Haz Mat and trailer certification.
- 5) Must be able to secure and maintain a Public Pesticide Applicator license in Oregon.
- 6) Must be able to respond after hours to emergencies, weather condition issues and/or call-outs. Ability to respond to the District shop within twenty (20) minutes or living within the District meets this requirement.
- 7) Holiday, emergency and weekend work will be required, as needed.

D. JOB DUTIES, KNOWLEDGE & ABILITIES

Administrative:

- 1) Must be able to perform light paperwork duties such as time cards, repair reports, ditch run sheets and customer comment sheets.
- 2) May make daily purchases of supplies and materials, as authorized.
- 3) May aid in planning/scheduling of repair and maintenance of District systems, as requested
- 4) Acquire the ability to work with computer and SCADA
- 5) Acquire working knowledge of District rules, regulations and policies regarding water delivery and the have ability to articulate to District patrons.

Operations:

- 1) Must be able to assist with day-to-day operation and inspection of all water systems within WEID, as directed. This includes monitoring water in the irrigation system, operating gates, checks, turnouts and wasteways to regulate waterflow into canals and laterals; measuring diversions of water from canals, laterals and sublaterals to users to verify proper use; keeping the canal/lateral checks and weed racks free of debris; burning weeds; removing foreign items such as debris or animals from the canal; checking District facilities for proper operation and maintenance conditions; providing customer assistance; other jobs necessary to district operation
- 2) Must be able to monitor and use the telemetry network to confirm adequacy of present and projected water
- 3) Must be able to inspect, monitor, operate, and perform basic maintenance on District pump stations.
- 4) Must be able to inspect, monitor, operate, maintain and repair the District canal system which includes steel, concrete, and PVC canal and laterals.
- 5) Must have manual dexterity sufficient to operate hand tools and small electrical tools safely and efficiently.
- 6) Must be able to assist with weed control applications, including aquatic and terrestrial weeds.
- 7) Must develop competency in these seven areas:
 - a) Equipment Operation – backhoe, mower, excavator
 - b) Pump Technician – ability to operate, maintain and repair District pumps
 - c) Equipment Repair – ability to maintain and repair District vehicles and equipment
 - d) Telemetry Technician- ability to operate, troubleshoot and maintain District telemetry
 - e) Shop Steward and Welder – Maintain SDS, control shop inventory, develop skills as a welder
 - f) Watermaster – responsible to plan daily water needs, take water orders, make changes to District delivery systems, able to respond to customer needs
 - g) Crew Supervisor – ability to lead and supervise small crews, including the adult in custody work crew used for lateral and canal work in the off-season.
- 8) Must be able to work safely and effectively with others and alone.
- 9) Must be able to interact with other District employees and patrons in a manner that builds trust and cooperation.
- 10) Must be able to take on new operational tasks and duties, as assigned.

Safety and Loss Control:

- 1) Must always work in a safe and efficient manner. Think Safety first.
- 2) Follow all established rules and regulations. As new situations arise, be sure proper training has been received.
- 3) Help to develop necessary procedures for safe and efficient operation.
- 4) Work with Field Supervisor to keep District safety policies and trainings up to date.
- 5) Must become familiar with Personal Protective Equipment (PPE) needed for the job.
- 6) Must attend monthly safety meetings.
- 7) Must complete assigned safety modules in the District/SDAO training program

E. PHYSICAL REQUIREMENTS:

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| Lifting, regular | 50 lbs |
| Lifting, occasional | 75 lbs. |
| Bending | Yes |
| Twisting | Yes |
| Pulling | Yes |
| Walking on uneven or rough ground | Yes |
| Climbing – | |
| short ladder, small hills | Yes |
| in & out of canal | Yes |
| Shoveling dirt/ digging | Yes |
| Working in inclement weather | Yes |
| Exposure to domestic animals | Yes |
| Ability to stand, work or walk for an 8-hour shift (with typical required breaks) | Yes |