

**POSITION TITLE:** Water Rights Technician  
**DEPARTMENT:** Water Rights  
**FLSA STATUS:** Non-Exempt  
**SALARY CLASSIFICATION:** Classification 5  
**EMPLOYEE GROUP:** Administrative Staff

**JOB POSTING DATE:** March 21, 2022

**PURPOSE OF POSITION:**

Perform tasks related to water right use throughout the District.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain COID Beneficial Use data. Responsibilities include:
  - Perform Beneficial Use review of water rights using ARC.
  - Update water right data base.
  - Prepare and send annual letters to patrons with partial or no beneficial use.
  - Beneficial Use Education: meetings with patrons in office and on-site.
  - Follow ORS/OAR requirements for beneficial use.
  - Prepare list of forfeiture water right for Water Right Manager.
  - Respond to Beneficial Use inquiries from outside entities.
  - Provide Beneficial Use information to new property owners.
- Maintain COID Instream Leasing Program. Responsibilities include:
  - Prepare and send informational letters as requested and to patrons on beneficial use list.
  - Complete field visits to determine if and what can be leased.
  - Prepare files for the Mapping Department to map the instream water rights.
  - Prepare instream lease applications.
  - Prepare and send letters and termination forms for multi-year opt-out leases.
  - Prepare list and make payments to patrons with leases as allowed by DRC.
  - Enter leasing data into water right data base.
- Maintain Water right transfers including:
  - Prepare transfer applications and all necessary documentation to complete a transfer
  - Prepare legal documents i.e. contracts, agreements, quitclaim deeds
  - Coordinate with Watermaster, confirm field work is completed and transfer is approved by Watermaster.
  - Coordinate with Operations Manager to install new deliveries prior to filing transfers.
  - Ensure District water right maps are updated appropriately to reflect recorded transfers.
  - Submit all appropriate paperwork to OWRD.
  - Record transactions in WWIN program.
  - Complete Final Proof site reviews on transferred water
  - File Claim of Beneficial Use reports with OWRD
  - Enforce District procedures when patrons fail to prove-up transferred water.
- Maintain WWIN data:
  - Enter land sales
  - Old/New property changes
  - Rotation Schedules
  - Quitclaims
- Complete assigned projects as required

## **JOB QUALIFICATION REQUIREMENTS:**

### **Mandatory Requirements:**

Associates Degree, plus a minimum one (1) year of experience and / or training in Water Rights 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.

Must demonstrate the following competencies:

- Ability to use Microsoft applications including Excel, Word and Outlook.
- Ability to use computer generated mapping systems/ARC/Global Positioning Systems (GPS) used by the District.
- Ability to interpret maps and aerial photography.
- Ability to perform basic mathematical functions for accurate calculations.
- Ability to write reports and general correspondence.
- Possess knowledge of agricultural irrigation practices.
- Familiar with plant species (agricultural grasses, crops and noxious weeds).
- Ability to operate motor vehicles, machines and tools safely and in conformance with applicable laws, regulations and work rules.
- Ability to work with others (supervisors, coworkers) and to coordinate with external agencies.
- Attention to detail and accuracy.
- Ability to work independently.
- Ability to understand oral and written instructions.
- Ability to work under stressful situations.
- Possess good interpersonal and customer service communication skills.
- Possess good time management and organizational skills.

### **Special Requirements/Licenses:**

Possession of a valid Oregon driver's license. Must have a safe driving record.

### **Desirable Requirements:**

Previous experience working with irrigation district Water Rights, GPS systems, irrigation district water measurement and delivery practices. Ability to determine estimated acreage sizes and estimate distances.

### **SUPERVISION RECEIVED:**

The employee works under the supervision of the Director of Water Right.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate instruments, objects, or tools. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **TOOLS AND EQUIPMENT USED:**

GPS instruments, computer, telephone system, mobile radio, water measuring devices and copy and fax machine, District vehicles, tools and equipment required to perform the assigned duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly must work within the following conditions:

- Outside weather exposure
- Close proximity to moving water in irrigation canals
- Slippery and / or uneven terrain
- Exposure to domestic animals
- Exposure to risk of electric shock
- Hazardous road conditions
- Barbed wire fencing

The noise level in the field environment is usually moderate, except during certain duties when noise levels may be loud.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**ANNUAL SALARY RANGE: \$40,000 - \$50,000**

**HOW TO APPLY:**

- Email current resume to [hr@coid.org](mailto:hr@coid.org)
- Include a cover letter of not more than two (2) pages addressing your background and experience as it relates to the requested skills of this position.

**CONTACT INFORMATION:**

For additional information about this opening you may email [hr@coid.org](mailto:hr@coid.org).