



LITTLE THOMPSON WATER DISTRICT
835 E Highway 56, Berthoud, CO 80513
(970) 532-2096

Water Resources Technician (39440)

Salary Range: \$64,200 - \$102,500 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the combined class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Water Resources Manager, performs a variety of support functions in water resources, engineering, and geographic information systems.

REPRESENTATIVE DUTIES

The following duties are expected; however, the position may require additional or different duties from those set forth below to address business needs and changing practices.

- Assist the Water Resources staff by producing, summarizing, and communicating technical information to District personnel, local municipalities, other Water Districts, the State, Water Conservancy Districts, developers, and new and existing customers.
- Coordinate and provide support for interactions with other governmental agencies, stakeholder groups, and water providers; and for projects with consultants, government agencies and other stakeholders.
- Support the District's accounting for raw and finished water use by utilizing existing or newly developed analytical tools while ensuring compliance such as those set by the State or Northern Water Conservancy Water District. Work with field staff to manage storage and distribution infrastructure for native/reusable water supplies.
- Compile, analyze, and summarize data for water loss audits to inform the development of water loss control programs.
- Effectively explain the District's raw water requirements and development process with developers, developer's consultants and the public.
- Assist with water resources, water rights and water supply related analyses, engineering, research, studies and investigations.
- Assist with the development of long-range water resources planning and water conservation planning.
- Assist managing surplus water leases to area irrigators or other parties. Update, organize, and map water resource and water use data within the District's Geographic Information System (GIS).
- Assist with the District's Water Conservation Programs. Act as educational resource to customers, local, water providers and state agencies. Monitor specific water conservation measures and determine if it is effective and in compliance with the District's water conservation goals. Collaborate and coordinate with other related water efficiency, outreach, and educational efforts.

- Assist in the modification of existing computer programs or development of new programs for water resource operations.
- Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge and Abilities: Generally, learn and apply policies, rules, regulations and procedures to a variety of work-related situations with the following general list of items important to the position, it should be noted that the list is not comprehensive;

- Microsoft Office, including Word, Excel, and PowerPoint. Strong proficiency in Excel, including advanced functions and data analysis, is required. Experience with Visual Basic and Power BI preferred.
- Proficiency in GIS and map design in ArcGIS Pro preferred.
- Excellent verbal and written communication skills.
- Strong attention to detail in quality assurance and quality control.
- Knowledge of/interest in Colorado Water Law and water rights administration preferred.
- Knowledge of raw water allocation and measurement.
- Knowledge of horticultural principles, water efficient landscape design, and principles of irrigation preferred.
- Ability to write clear, complete, and accurate reports.
- Excellent customer service skills.
- Ability to convey complex information to parties with varying experience of the subject.
- Ability to communicate effectively in large and small teams.
- Balance and prioritize tasks for multiple projects.

Education and Experience Guidelines

Education/Training: *Bachelor's degree in water resource management, watershed science, civil engineering, or closely related field. Zero to three years of experience in a water resources-related field. An equivalent combination of education and/or experience may substitute for education.*

Experience: Experience in a computerized software system; ability to quickly learn and apply policies, rules, regulations and procedures to a variety of work-related situations;

License or Certificate: A valid Colorado driver's license and satisfactory driving record to drive District vehicle.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working Conditions/Environment/Physical Requirements: The essential functions of this classification are performed in a controlled-temperature office and in the field. Environment of work includes travel to and from sites, work around traffic, exposure to noise, dust, heat, and inclement weather. Office environment includes sitting for extended periods of time in front of a computer screen; operating computer and other office equipment on a daily basis; speaking and hearing in person and on the phone; see sufficiently to perform assignments. Physical requirements include those to occasionally perform moderate to heavy lifting, bending, stooping, kneeling, walking, and standing.