**KLAMATH IRRIGATION DISTRICT**

OPEN: 01/13/2023

OPEN UNTIL FILLED

AT WILL \_\_\_X\_\_\_\_

SALARY \_\_X\_\_\_\_

**JOB DESCRIPTION**

**POSITION**: **ASSISTANT OPERATIONS AND SAFETY OFFICER**

**RESPONSIBLE TO**: District Water Master under supervision of the Director of Operations

**COMPENSATION**: Pay type: Salary: Starting at $48,000 annual + Benefits

**CLASSIFICATION**: Full-Time / Permanent

**LOCATION**: Klamath Irrigation District

6640 KID Ln

Klamath Falls, OR 97603

**SUMMARY**:

The Klamath Irrigation District (K.I.D.) Assistant Operations and Safety Officer provides oversight to District operations and performs the role of District Water Master in their absence. This officer will exercise control over water flow (manually and through computer systems), perform duties as a relief ditch rider, and serves as the District’s primary safety officer. Officer will operate and maintain supervisory control and data acquisition (SCADA) systems with various sensors, monitors, radio and internet communications, monitor and train others in water ordering applications and interact with various District contractors on technical implementation of SCADA and water ordering application upgrades. This position is non-union and exempt from overtime. Weekend responsibilities rotate across the management team during the water delivery season. Will perform other duties as required by District management.

Officer must be intuitive and possess technological acumen to understand the implementation of new computer applications, hardware, databases, a variety of internet and radio networks, frequency management, and can demonstrate the ability to manage all components of the Districts operating systems with a good knowledge of internet security and data privacy principals.

**PREREQUISITS:**

* Proven mathematical skills to understand, compute, analyze, and report water flows.
* Proven proficiency in Microsoft Office Suite, to include Access or similar database.
* Proven proficiency in the use of general office equipment.
* Proven superior ethical analytical problem solving and decision-making skills.
* Must be able to perform field work to including lifting over 50 lbs and walk over rough terrain.
* Must pass criminal background check and pre-employment drug and alcohol testing.
* Must possess a valid driver’s license

**ESSENTIAL DUTIES & RESPONSIBILITIES**:

The following may not be all inclusive and other duties may be assigned.

1. Lead, implement, and enforce District Safety Program.
2. Operate, monitor, and supervise upgrades to the District SCADA system.
3. Control District delivery structures and monitor irrigation orders and deliveries.
4. Control operation of and assist in the maintenance of the District pumping plants.
5. Assist in the operation and maintenance of hydroelectric power operations.
6. Perform Relief Ditch Rider duties.
7. Perform District Water Master duties in their absence.
8. Compile and maintain records of crop reports, pesticide use, and other pertinent engineering and operational information.
9. Direct the District integrated Pest Management Plan.
10. Ensure all pesticide applications will follow NPDES permit procedures and reporting
11. Oversee operation and maintenance of solar panels.
12. Assist Water Master in training new ditch riders.
13. Supervises Ditch Rider and Maintenance Staff on weekend rotation.
14. Survey and report water flows.
15. Install and configure appropriate water ordering applications
16. Perform troubleshooting and resolve technical system problems
17. Maintain records/logs of repairs and fixes and maintenance schedule.
18. Utilize and create GIS tools and layers.
19. Assist in the operation and maintenance of head works and fish screens facility.
20. Assist staff in property segregations, combinations, assessed acre determination, and mapping updates
21. Emergency contacts for District matters
22. Other duties as assigned by the District Manager/Assistant Manager

**Education/Experience**

An Associates Degree in Technology and equivalent work experience with a working knowledge of GIS mapping and SCADA systems is preferred. Experience as a ditch rider or other irrigation district experience will be favored in selecting interviews. Applicant should clearly demonstrate outstanding organizational and time-management skills.

**Job Conditions**

This position requires a combination of office and fieldwork. Office work involves regular use of computers, prolonged sitting and frequent interruptions. Periodic travel for evening meetings, conferences, workshops and training sessions is necessary. Physically must be able to sit, stand and lift 50lbs, and walk moderate distances over rough terrain. Fieldwork often requires site visits on landowner properties throughout the Klamath Basin. This may require walking over rough and uneven terrain, sometimes in inclement weather and carrying objects such as measuring tools and supplies.

**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. The noise level in the work environment can be moderate to loud. Duties are performed indoors and outdoors.

**Note**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific term or condition of employment. The District may add to, modify, or delete any aspect if this job (or the position itself) at any time as it deems advisable.