

Spanish Fork River Distribution System

Water Commissioner

Job Description

November 1, 2018

The water users of the Spanish Fork River Distribution System are seeking applications for the position of Spanish Fork River Water Commissioner. This position is a full time position. The Distribution System Committee selects the successful candidate who is then appointed to a four year term by the State Engineer of the State of Utah. Annual salary of \$60,000 + depending on experience, with health insurance and retirement benefits provided by the State of Utah.

Duties and Responsibilities

Measure, manage, order, regulate and report all waters of the Spanish Fork Distribution System on a daily basis. Coordinate water orders and water releases from Strawberry Reservoir through Strawberry Water Users Association and Central Utah Water Conservancy District and work closely with these and other agencies as required.

Spanish Fork River Distribution System Area consists of South Utah County, Diamond Fork and tributaries to Strawberry Reservoir, Soldier Fork and tributaries to Soldier Summit, Thistle Creek and tributaries to Nebo Creek and Indianola / Thistle Creek and tributaries.

- Measure, manage and deliver water to the various canal companies in the Utah Valley Division on a daily basis and keep records of deliveries and report such as needed. Visit each site as required.
- Supervise and work in coordination with a Deputy Commissioner whose main duties are to measure and deliver and report the daily diversions of each and every appropriator in the Canyon, Clinton and Indianola Districts and keep daily records and reports those records as needed. Field visits and on-site inspections are performed with the Deputy Commissioner as needed and scheduled with the various appropriators.
- Maintain accurate records of water orders and deliveries and report such on a monthly basis and as requested.
- Be available for meetings, discussions, field trips, training, workshops, individual consultation, and many other demands as they arise.
- Prepare an Annual Report for the State Engineer and the Spanish Fork River Distribution System. This annual report documents all water deliveries and compliance of all water regulations.

These responsibilities and duties are more time consuming during the irrigation season, April 1st to October 1st, with duties beginning at or before 6:00 AM seven days a week and water orders are called into Central Utah Water Conservancy District about 4:00 PM Monday through Friday. Time can be flexible during the day, but, duties must be performed when scheduled. Days off can be coordinated with the Deputy Commissioner and the Commissioner may be required to cover for the Deputy Commissioner as scheduled with the Commissioner. Non-irrigation season duties and time required are more flexible but the commissioner must be able to complete all reports and be available at reasonable times for meetings training, workshops and consultations.

Position Qualifications

Education / Experience

Required:

- High School Diploma
- Ability to use / operate a PC and work effectively with spreadsheet and word processing software at an intermediate level.
- Ability to use the internet to research and incorporate data as needed to aid in reporting.
- The applicant must be trustworthy and dependable with a willingness to learn and use best practices. The job will take several years to grow into and master the aspects of the position. For this reason, an applicant willing to commit to two terms (8 years) will be given the strongest consideration.
- The State Engineer's Office will provide any specialized training necessary.

Preferred:

- Familiarity with Water Rights governance and law.
- Familiarity with irrigation practices, water system control and water measurement methods and calculations.
- Competent in mathematical calculations and accounting.

Transportation:

Required:

- Valid Utah Driver's License.
- The Water Commissioner must provide his/her own vehicle capable of regular off-road operation. Travel expense/reimbursement will be provided.

Organization and Communication:

Preferred

- Ability to work with minimal supervision.
- Ability to work pleasantly with water users and water agencies.
- Ability to resolve conflicts and be sensitive to and recognize the needs of the water users.
- Ability to prepare business letters, summaries, and reports; using prescribed format and conforming to all rules of pronunciation, grammar, diction and style, using all parts of speech.
- Ability to receive guidance and supervision, follow rules, safety practices, work procedures; and meet deadlines.

Physical Demands:

Required:

- Moderate physical activity in an outdoor environment.
- Ability to withstand outside environment conditions. The successful candidate may be required to be subject to extreme heat conditions (above 100 degrees for more than one hour); subject to extreme cold conditions (below 32 degrees) for more than one hour.
- Ability to exert up to 50 pounds of force occasionally, an/or up to 20 pounds of force frequently, and /or 10 pounds of force constantly to move objects.
- Ability to respond to emergency situations in a state of physical and mental alertness/readiness.
- Ability to walk, use hands/fingers to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear.
- Ability to frequently stand, stoop, kneel, crouch or crawl.
- Ability to exercise close, distant, color, peripheral vision, depth perception and the ability to focus.
- The employee may be required to: climb or balance, sit and stand for periods up to one hour; hike over rough terrain at elevations up to 10,000 feet carrying up to 10 pounds; work at heights over and near water; work in aqueducts and other confined spaces; climb ladders; work near moving mechanical equipment; work in hazardous traffic conditions; work at night; lift weight or exert force as follows:
 - Regularly: up to 10 pounds
 - Frequently: 11 to 25 pounds
 - Occasionally 26 to 50 pounds
 - Rarely 51 to 100+ pounds