



## Deputy Watermaster

### Position Announcement

Honey Lake Valley Resource Conservation District (HLVRCD) is accepting applications for the position of a full-time Deputy Watermaster. This position works under direct supervision of the HLVRCD District Manager and HLVRCD Board of Directors.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### Field Work:

- Field Work is heaviest during Irrigation Season March 1- October 31 where the Watermaster is responsible for daily dam and diversion adjustments and measures. They must field phone calls from water users about the water availability, concerns or problems within 24 hours. During this time, there are busier times where the Watermaster may be expected to work weekends and other times where the field responsibilities are minimal; it is up to the employee to manage their time and distinguish where their time attention should go.
- Examples of diversion and dam measures include: weir flows, board weir flows, gauge readings, staff gauge readings, in stream time-distance measure, submerged orifice measures. The Bureau of Reclamation Water Measurement Manual is provided and supplies the Watermaster with the necessary knowledge on these and other methods.
- Ensures water right holders are receiving their water right allotment in proportion to their total right and the daily river flows, using the Field Schedule (summary of water rights) and understanding of Decrees.
- Adjustments of dams and diversions looks like: removing or adding 2x6 or larger boards in dam bays at the location or upstream; turning wheel headgates.
- Collect detailed records of daily activities, including areas visited, measured flows and diversions, diversion adjustments, significant conversations and phone calls, and problems. Maintain a copy of these records in the RCD office.

#### Office Work:

- Office Work is year-round but heaviest November 1- February 28 and when stream flows are low during the irrigation season.
- Year-round office work includes general WM secretarial work such as scanning and filing purchase receipts, handling mail, etc. Maintain field work data records in the RCD office.
- Track Watermaster Finances.
- Before the start of or early in the irrigation season, contact water right holders about such items as precipitation, likely runoff, and consequences to diversions, problems with diversions and diversion structures, and disputes between water right holders
- Read and comprehend the Decrees and recorded Agreements that define water rights within the Susan River Watermaster Service Area (WMSA). The documents define quantity and priority of water rights, point of diversion, purpose and season of use.

- Maintain and update the Field Schedule for each stream in the Susan River WMSA. The Field Schedule describes water rights, current owners, priorities, total volumes, points of diversion and seasons of use so the Watermaster can adjust diversions to deliver water accurately, per the terms of the decrees.
- Work directly with HLVRCD legal team in regards to current litigation and retrieve any additional documentation that is necessary.
- The Watermaster is encouraged to develop projects, reach out to cooperative agencies and engineering firms in order to apply for Grants for the Service Area.
- Expand the Operations Manual for the Susan River WMSA.

#### Reporting:

- Develop Annual Use Report to be submitted to the Lassen County Superior Court, which includes the irrigation seasons measures and happenings.
- Create a Bi-monthly written report for Watermaster Advisory Committee (WAC) meetings, summarizing the past 2 months' activities and water conditions.

#### Public Relations:

- Field phone calls, texts, and emails from water users' questions about the water availability, concerns or problems within 24 hours.
- The Watermaster holds the necessary authority to order water users that they need to cut back the amount of water they are diverting, or that they do not get any more water. This takes confidence in your knowledge of the Decrees, water rights, and understanding of the movement and behavior of the stream systems.
- Resolve disagreements between water right holders over water rights. This requires an understanding of: Decrees and any amendments or legal agreements affecting them; The Decree or engineering study maps created to assist in the creation of the decrees; Current diversion operations; Current ownership boundaries; and Use of water by water right holders.

#### Watermaster Service Annual Budget and Apportionment:

- Work with the RCD District Manager to develop an annual Watermaster Service budget.
- Present the draft budget to the WAC at their March meeting and a final budget for approval at their April meeting.
- Gather information from the County Assessor's Office on an annual basis in order to maintain a list of current APN Numbers with water rights, with current ownerships, boundaries and mailing addresses.
- If there were any parcel boundary changes or land splits, the water rights must be re-mapped, typically using AutoCAD, over the original Decree Maps, to determine the water right amount adjudicated to the modern APNs.
- Using these Parcel and Landownership changes from the Assessor's Office, and any water right remapping, make changes in the Apportionment billing spreadsheet.
- Prepare and mail to water users a letter prior to June 15th with their individual apportionment amounts.
- Prepare and deliver a list for the County Auditor's Office of the APNs and their billing apportionment amounts to be billed on the property tax roll.

## QUALIFICATIONS

- Graduation from a four-year college or university with a Bachelor's Degree in Agriculture, Hydrology, Engineering, Soil and Crop Management or a closely related science degree **plus** two (2) years water management or hydrology experience, or any equivalent combination of education and experience.
- Ability to learn, comprehend, and apply the legal language of the Decrees and recorded Agreements that define water rights within the Susan River WMSA.
- Experience working in a leadership or authoritative position.
- Experience working effectively with Committees, Boards, and/or landowners to resolve disputes and convey technical information. Ability to effectively correspond verbally with others in difficult or sensitive situations.
- Experience collecting hydrologic data.
- The ability to develop and prepare effective and comprehensive correspondence, reports and other written material.
- A valid CA Driver's license and acceptable driving record.
- Ability to traverse rugged terrain and work around fast and deep flowing water.
- Comfort working with hands on physical tasks in the field. Comfortable figuring out how to manipulate wood and metal structures using tools in order to stabilize a structure.
- Comfortable managing numerous, and frequently changing tasks and issues, and organizing ones own work priorities and responsibilities.
- Living locally or willing to move to the Susanville/Lassen County, CA area. Due to the nature of this job, this position is not eligible for remote work, especially during field season, but does have options for telework during the winter months.

**Salary Range and Benefits:** \$27.00 to \$35.00/hour, depending on experience. Full or partial medical insurance can be reimbursed. Maxi-flex schedule. Work truck stationed at home. Teleworking options for office duties. Maximum winter time and location flexibility. For the 1<sup>st</sup> year- 3 hours PTO, 4 hours Sick Leave per biweekly paycheck; increased to 4 hours PTO and 4 hours Sick Leave after the 1<sup>st</sup> year of service. Opportunity for pay increases. 11 Paid Holidays, 2 Paid Half-Holidays.

**To Apply:** Send resume, cover letter, and a list of at least three (3) work references to Andrea Stuemky, HLVRCD District Manager, at [astuemky@honeylakevalleyrcd.us](mailto:astuemky@honeylakevalleyrcd.us).

**Closing Date: Rolling Basis.** For additional information about the HLVRCD please visit our website at [www.honeylakevalleyrcd.us](http://www.honeylakevalleyrcd.us)

*About the Watermaster Service: The RCD was appointed as Watermaster for the Susan River Watermaster Service Area by Lassen County Superior Court in 2008. This appointment was made at the request of water users within the SRWSA to increase local control and accountability for the service, which until 2008 was administered by the California Department of Water Resources. The RCD has a five-member Board that directs the business of the RCD. It is the policy of the RCD to provide equal employment opportunities to all people without regard to race, religion, color, nationalorigin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.*