

CENTRAL OREGON IRRIGATION DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Land Use Technician
OPENING DATE/TIME: 09/04/18 12:00 AM
CLOSING DATE/TIME: 09/18/18 11:59 PM
DEPARTMENT: Operations
FLSA STATUS: Exempt, Full-Time position
SALARY CLASSIFICATION: \$55,000 - \$70,000 per Year
LOCATION: Redmond, Oregon
EMPLOYEE GROUP: Administrative Staff

PURPOSE OF POSITION:

Review and address all land use related matters that are within or may impact the District's lands and jurisdictional boundaries. Assist with capital project and special projects for the District. These may include but not limited to System Improvement Planning, development of District lands, on farm conservation projects and developing system wide telemetry. Perform GPS field work related irrigation water matters.

ESSENTIAL JOB FUNCTIONS:

- General Requirements
 - Knowledge of engineering and/or architectural terminology, practices, procedures and basic principles.
 - Mathematics, algebra, geometry, trigonometry and statistics related to engineering work.
 - Federal and state laws and regulations relating to program area; working knowledge of municipal regulating codes pertaining to assigned projects or programs.
 - Knowledge of principles, standards and practices of engineering, construction, operation and maintenance project management.
 - Experience leading the activities of staff and contract personnel involved in assigned projects;

- Responsible for monitoring and evaluating land use impacts on District facilities and lands, while demonstrating a knowledge of relevant District procedures and jurisdictional matters.
Responsibilities include:
 - Review building and development plans that are submitted to ensure compliance with District specifications as detailed in the COID Development Handbook.
 - Coordinate with any related agencies engaged in land use or development planning to insure proper District notifications.
 - Coordinate with external agencies on infrastructure construction projects that affect District facilities.
 - Review and develop District policies and procedures relating to land use and District facilities including updating Development Handbook.
 - Ensure that all documentation related to construction done by external agencies is complete including contract documents, change orders, contract amendments, claims, management reporting and close out.
 - Prepare and / or review all required documentation related to plan review which includes crossings, piping documents, joint road use and indemnification contracts.
 - Prepare interagency agreements related to City of Bend, City of Redmond, Deschutes County, Crook County, and other related agencies as directed by Management. Perform

- field inspections for quality control ensuring that project standards and specifications were followed while supplying onsite technical support.
 - Evaluate facility warranty and maintenance issues resulting from new development. (May include pipe coating and pipe protection).
 - Identify the District's easements through site investigation and review of recorded documents and plats, and historical maps.
 - Work with staff to resolve easement issues and notify external agencies and property owners of noncompliance.
 - Provide customer service as required including answering questions about District specifications.
 - Support the District's realtor of record regarding District-owned property transactions through researching property records, preparing partition or conditional use permits and site inspection.
 - Collect GPS data of District facilities and assets to implement into our GIS database, and data collection for use with capital improvements projects.
 - Manage content on COID website associated with land use matters and responsibilities outlined above.
- Assist with Capital Improvement and special Projects to be completed by District. Responsibilities include:
 - Assist with managing outside consultants and contractors on projects.
 - Assist with completion and implementation of System Improvement Plan.
 - Assist with compiling project cost estimates as requested.
 - Assist with ordering project parts and materials
 - Assist with the management of District lands.
 - Complete, file and update US Army Corps of Engineers permit applications, and other agency permits as applicable to project needs.
 - Coordinate external agency communications, scheduling and inspections.
 - Compile As-Built of all District projects post construction via ACAD.
- Additional work may include the use of a hydraulic model to help make operational decisions. An ideal candidate would have a strong background in hydraulic modeling and GIS, as well as experience leading a team, providing direction, guidance and oversight.
- Assist the District Manager, Operations Manager and Watermaster on special projects as requested.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Bachelor's degree or equivalent from a four-year college or technical school 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. Engineering degree preferred.

Must demonstrate the following competencies:

- Knowledge of Oregon land use laws and regulations.
- Ability to interpret engineered plans and technical drawings accurately.
- An understanding of programmable logic controllers, computer networking principles, and basic computational processes.
- A strong proficiency in the use of Microsoft applications including Excel, Word and Access.
- Ability to use computer generated mapping systems such as Arc Map, ACAD and other proprietary systems used by the District.
- Ability to access information on the internet as needed for District purposes.
- Ability to interpret maps and aerial photography.
- Ability to perform basic mathematical functions for accurate calculations.

- Ability to write technical reports and general correspondence.
- Ability to read and interpret wiring diagrams, mechanical drawings, and specifications in making installations or performing repair work.
- Ability to make project estimates of labor, materials, and supplies.
- 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.
- 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 land use, engineering, surveying, construction/excavation, telemetry systems, agricultural operations, and irrigation district water measurement and delivery practices.

SUPERVISION RECEIVED:

The employee works under the supervision of the Managing Director.

SUPERVISORY RESPONSIBILITIES:

This position supervises one office employee directly. Employee may assist in direction, guidance or training in operational procedures to other employees.

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 objects, instruments, tools or controls. 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 25 pounds and rarely lift and/or move more than 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:

Telemetry related instruments, computer, telephone system, mobile radio, water measuring devices, copy and fax machine, District vehicles and other 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 may at times work within the following conditions:

- Outside weather exposure
- Close proximity to moving water in irrigation canals
- Small work areas (telemetry stations and pipe)
- Slippery and / or uneven terrain
- Exposure to domestic animals
- Exposure to risk of electric shock
- Hazardous road conditions

Occasionally the employee may be exposed to fumes, airborne particles, toxic or caustic chemicals and

vibration.

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.

HOW TO APPLY:

- Email current resume to hr@coid.org
- Include Job Position in Subject line
- 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.
- All application materials must be received by the closing date and time posted on this announcement.

CONTACT INFORMATION:

For additional information about this opening you may contact the Human Resources Department at hr@coid.org. **Please, no phone calls.**