

## **CENTRAL OREGON IRRIGATION DISTRICT**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Patrolman / Ditchrider  
**DEPARTMENT:** Operations  
**FLSA STATUS:** Non - Exempt  
**SALARY CLASSIFICATION:** Bargaining Unit Contract  
**EMPLOYEE GROUP:** Bargaining Unit

### **PURPOSE OF POSITION:**

Distributes irrigation water to the users of the District's water rights within their assigned area in accordance with Oregon Revised Statutes, Oregon Administrative Rules, District Policies and Procedures and District management direction using information based upon decrees, partial decrees, permits, licenses and transfers.

### **ESSENTIAL JOB FUNCTIONS:**

- Reports and coordinates activities with the District Watermaster.
- Interact with and strive to maintain good working relationships with water users.
- Operate gates, checks, turnouts and wasteways to regulate waterflow into canals and laterals.
- Measure diversions of water from canals, laterals and sublaterals to users to verify that delivered water is within right.
- Monitor and use the telemetry network to confirm adequacy of present and projected water needs.
- Patrol assigned area by motor vehicle, by foot or any other management approved manner to detect leaks, breaks, weak areas, or obstructions and damage to the irrigation system.
- Remove debris and make emergency repairs to banks, structures and gates.
- Close diversions for which assessments have not been paid.
- Curtail unauthorized or excessive diversions.
- Develop seasonal maintenance project list during irrigation season by beat.
- Prepare reports as required detailing delivery information and any other information required by the District.
- Observe and document laterals with submerged weirs and inadequate measurement.
- Document and report beneficial use as required by the District.
- Assist with fish screen and inlet structure flow management.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High school diploma, or equivalent, plus a minimum one (1) year of experience and / or training in agricultural irrigation practices and / or distribution 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.

Must demonstrate the following competencies:

- Familiar with plant species (agricultural grasses, crops and noxious weeds)
- Familiar with Global Positioning System (GPS) technology
- Ability to interpret maps and aerial photography
- Ability to use a computer
- Ability to use computer generated mapping systems such as Arc Map and other proprietary

systems used by the District.

- Ability to perform basic mathematical functions for accurate calculations
- Ability to understand oral and written instructions
- Ability to work independently or as part of a crew
- Ability to establish an effective working relationship with other employees, supervisors, outside contractors, and the public
- Possess excellent time management skills and ability to efficiently prioritize work tasks
- Ability to operate motor vehicles, machines and tools safely and in conformance with applicable laws, regulations and work rules
- Excellent communication skills

**Special Requirements/Licenses:**

Possession of a valid Oregon driver's license. Must have a safe driving record.  
Employee must live within fifteen (15) minutes of the employee's area of responsibility.

**Desirable Requirements:**

Previous experience working with telemetry and GPS systems; irrigation district water measurement and delivery practices; water right knowledge.

**SUPERVISION RECEIVED:**

The employee works under the supervision of the Watermaster.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. 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, 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 50 pounds and rarely lift and/or move more than 100 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 instruments and tools, GPS instruments, computer, telephone system, mobile radio, copy and fax machine, water measuring devices. District vehicles and other maintenance 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 regularly must 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.

**WORK HOURS:**

During the operation period (approximately seven (7) months from April to October), Patrolmen are employed on a twenty-four (24) hour basis, and are required to work as the need arises. Mealtime and rest periods shall be taken as practicable. Following the operation period, Patrolmen are paid and / or awarded an additional sixteen (16) days of compensatory time off. During the maintenance period (approximately five (5) months from November through March), the Patrolmen will be assigned to work in the maintenance department and the maintenance work schedule will be applicable which is normally Monday – Friday from 7 AM to 4 PM.

**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.**

*Cary Penhollow*  
Watermaster

*Craig Horrell*  
Managing Director

**ADOPTED: June 28, 2010**  
**REVISED: August 24, 2015**