

# Elephant Butte Irrigation District Job Description



## Ditchrider I

<b>DEPARTMENT</b>	Irrigation Systems	<b>FLSA</b>	Non-Exempt
<b>SUPERVISOR</b>	Assistant Watermaster	<b>CLASSIFICATION</b>	Full-Time
<b>STARTING WAGE</b>	\$15.00 - \$17.00	<b>SAFETY SENSITIVE</b>	Yes
<b>REVISION</b>	11/01/2023	<b>ESTABLISHED</b>	07/01/1982

### **POSITION SUMMARY:**

This is a safety sensitive position which is responsible for the distribution of irrigation water to farms within the District during Irrigation Season. After the Irrigation Season the position will work in other departments throughout the District based on workload and projects. Work schedule will be set based on needs of the District.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Ensure prompt and adequate delivery of irrigation water to District members within the unit assigned.
2. Required to maintain the integrity of the canal/lateral when either leaking or plugged using shovel, trash hook or other necessary means.
3. Required to stay within the Unit boundaries during shift unless prior approval from Supervisor.
4. Prepares water charges for all scheduled irrigations within the unit.
5. Contacts the members of the District and/or irrigators to receive daily scheduled irrigations.
6. Accurately enters data into the irrigation software during shift on all irrigation on and offs.
7. Reports any wastewater and arroyo runs that occur during the shift to your immediate Supervisor.
8. Report any known maintenance problem on the unit canals, laterals or drains to your immediate Supervisor.
9. Meters canals, laterals, farm ditches and farm irrigation wells as required.
10. Required to have physical contact with canal/river water as necessary.
11. Works with members of the District and/or irrigators on water delivery and/or charges.
12. Reports the relief shift of the current irrigation delivery status.
13. Provides rotating coverage in all units throughout the District for both days and nights, as assigned.
14. Responsible for ensuring unit vehicle is properly cleaned and maintained.
15. Assists in performing assigned tasks within the District during the Maintenance Season; skills required include basic carpentry, painting, concrete work, basic equipment operator (i.e., mowers), welding and turnout repair, basic mechanical diagnostic skills, and/or surveying, set grade/profile for Engineering.
16. Responsible for knowing and abiding by all department and District policies and procedures.
17. Complies with District Safety Program.
18. Attendance during scheduled shift.
19. Contributes to team effort by accomplishing related tasks as assigned.
20. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Experience in farming, farm irrigation and construction work. Bilingual (English/Spanish) is preferred to assist members of the District. Basic computer knowledge is required.

Education/Experience substitution: A combination of education, training and experience may be applied.

Licenses/Certifications: Must have a valid driver's license and be insurable.

Other: Must pass post-offer, pre-employment drug screen, medical exam, and motor vehicle report in compliance with District insurance guidelines.

# Elephant Butte Irrigation District Job Description



## Ditchrider I

<b>DEPARTMENT</b>	Irrigation Systems	<b>FLSA</b>	Non-Exempt
<b>SUPERVISOR</b>	Assistant Watermaster	<b>CLASSIFICATION</b>	Full-Time
<b>STARTING WAGE</b>	\$15.00 - \$17.00	<b>SAFETY SENSITIVE</b>	Yes
<b>REVISION</b>	11/01/2023	<b>ESTABLISHED</b>	07/01/1982

### **KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge of basic water flow or irrigation experience preferred; geographic knowledge of the District area is beneficial; must have knowledge of general office practices and procedures; must have the ability to communicate in English verbally and in writing; basic arithmetic; general office equipment and computer literacy; ability to work unaccompanied, exercise independent judgment, understand and respond to questions from the members of the District; maintain accurate records; demonstrate attention to detail; understand and follow broad or complex instructions; use initiative and independent judgment while recognizing when to refer matters to the attention of Management; maintain effective and cooperative working relationships with others.

### **PHYSICAL DEMANDS:**

The employee must be able to move about the work environment; must be able to walk up to 2 miles per day on uneven slopes and ground; will be required to drive throughout the District; must have the ability to frequently move or re-position up to 50 pounds of materials or objects. Essential duties are performed outdoors; must be able to work in differing lighting and at night; work surface is uneven and exposed to the elements; periodically may need to hike and/or climb in uneven terrain; weather, temperature, and local wildlife are conditions of the working environment; irregular or extended work hours; occasionally required to change working hours or work overtime, nights, holidays, and weekends; may be exposed to fumes, odors, dust and other pollutants; may be exposed to hazards like rapidly moving water; may be exposed to heights up to 20' and may be exposed to loud noise levels.

This organization reserves the right to change job duties and a responsibility as need arises. This job description does not constitute a written or implied contract of employment.

# Elephant Butte Irrigation District Job Description



## Ditchrider I

<b>DEPARTMENT</b>	Irrigation Systems	<b>FLSA</b>	Non-Exempt
<b>SUPERVISOR</b>	Assistant Watermaster	<b>CLASSIFICATION</b>	Full-Time
<b>STARTING WAGE</b>	\$15.00 - \$17.00	<b>SAFTY SENSITIVE</b>	Yes
<b>REVISION</b>	11/01/2023	<b>ESTABLISHED</b>	07/01/1982

**FREQUENCY:**

NEVER	= 0%
RARELY	= 10%
OCCASIONALLY	= 33%
FREQUENTLY	= 34-66%
CONTINUOUSLY	= 67+%

<b>LIFTING</b>			
<b>WEIGHT</b>	<b>FREQUENCY</b>	<b>OBJECT(S) – EXAMPLES</b>	
1 – 10 lbs.	Continuously	Paper, folders, books, laptop, and light tools	
11 – 20 lbs.	Frequently	Jack lift, weeds, paper, tools, shovel, trash hook & misc. objects from canal	
21 – 50 lbs.	Frequently	Jack lift, weeds, paper, tools, construction supplies, and misc. objects	
51 – 70 + lbs.	Occasionally	Various construction supplies, and using assistance when necessary	
<b>CARRYING</b>			
1 – 10 lbs.	Continuously	Paper, folders, books, laptop, and light tools	
11 – 20 lbs.	Frequently	Jack lift, weeds, paper, tools, shovel, trash hook & misc. objects from canal	
21 – 50 lbs.	Frequently	Jack lift, weeds, paper, tools, construction supplies, and misc. objects	
50 – 70 + lbs.	Occasionally	Lumber, tools & equipment, cement, pipe, and assistance when necessary	
	<b>Bending</b>	Frequently	<b>Squatting</b> Occasionally
	<b>Kneeling</b>	Frequently	<b>Crawling</b> Rarely
	<b>Climbing</b>	Frequently	<b>Reaching</b> Frequently
	<b>Grasping</b>	Continuously	<b>Sitting</b> Occasionally
	<b>Fine Manipulation</b>	Continuously	<b>Standing</b> Continuously
	<b>Walking</b>	Continuously	

**Applicant Declaration:**

I have read the qualifications and requirements for the position of Ditchrider I. To the best of my knowledge, I can perform these duties with or without accommodation.

**PRINTED NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_