

# Lincoln Pipestone Rural Water

## Job Description

### **Position Title: Water Resource/GIS Technician**

Supervision: Works under the general supervision of the General Manager.

Summary of Duties: Work with LPRW management, staff and the public to monitor and protect water resources and implement technology solutions related to water resource issues.

Principal Duties and Responsibilities: Water Resource Technicians may be assigned a variety of primary tasks and work locations, and will be expected to implement a wide variety of technical activities including:

- Operate and maintain Geographic Information System (GIS) software and hardware; and plan, organize and implement GIS activities for LPRW.
- Operate and maintain Global Positioning System (GPS) software and hardware; and plan, organize and implement GPS activities for LPRW.
- Responsible for day-to-day GIS/GPS activities for the system, for cross-training LPRW staff in GIS/GPS operations, and for monitoring GIS/GPS implementation.
- Organize easement and other land acquisition activities, train staff in proper implementation procedures, and monitor land acquisition activities.
- Monitor raw water resources, prepare reports on the status of raw water resources, and prepare and implement water resource plans.
- Work with landowners and the public to protect water resources.
- Work with agencies, consultants and the public to identify, evaluate and develop water resources.
- Maintain wellhead protection plans, and work to implement wellhead protection plans.
- Develop water conservation plans and monitor implementation of the plans.
- Monitor and report on water usage and develop detailed reports on usage within the system.
- Monitor and assist in the implementation and maintenance of various forms of technology across the system.
- Prepare and maintain mapping systems and related technical records.
- Conduct Gopher One-Call locates, and coordinate related record keeping systems.
- Perform all duties and activities of Water System Operators as assigned.
- Operate and maintain all LPRW vehicles and equipment in a safe, lawful and efficient manner.
- Maintain records and monitor operations at assigned locations, and as required at other locations.
- Work with customers to deal with service-related concerns, billing and metering issues, and easements and related issues.
- Monitor operation of the system and its components via physical testing and inspection, and via the SCADA system.
- Keep all LPRW property, equipment, and facilities safe, clean and in peak operating condition.
- Install, operate and maintain wells, tanks, pumps, valves, pipelines, meters, and all equipment necessary to produce and deliver water to LPRW customers.
- Repair and install water lines, valves and related equipment, and supervise and inspect work done by others.
- Work with MDH and MDNR staff to operate the system in compliance with applicable laws, rules and regulations.
- Work with and cross-train LPRW staff to maintain a high quality, efficient and reliable water system.
- Inspect, monitor and secure all facilities to prevent and detect unauthorized entry.
- Perform on-call responsibilities on a rotating schedule as assigned.
- Perform other tasks and duties as assigned.

Desirable Minimum Qualifications:

Knowledge, Skills and Abilities: The following knowledge, skills and abilities are representative of those expected of a Water Resource Technician.

- Possess a very high level of skill and experience in the operation and maintenance of GIS systems.
- Possess a very high level of skill and experience in the operation and maintenance of GPS systems.
- Possess a very high level of skill and experience in working with land descriptions, and basic land survey practice.
- Possess a very high level of skill and experience in water and land conservation practices and programs.
- Present a positive and professional attitude to the public and to those you work with.
- Work productively and cooperatively as a member of the LPRW team to provide the best quality product and service to all LPRW customers.
- Possess very good written and oral communication skills.
- Possess very good interpersonal and public relations skills to effectively deal with the Board, staff, customers, contractors and vendors, other public agencies, and the general public.
- Become familiar with all LPRW operations and facilities and develop skills necessary to operate all equipment and facilities.
- Operate and maintain assigned vehicle efficiently, and in a manner that preserves vehicle value and presents a positive public image.
- Operate and maintain all LPRW vehicles, facilities and equipment efficiently, and in a manner that preserves value and presents a positive public image.
- Train for, obtain and maintain the appropriate water operator's license.
- Work with a high level of attention to detail, and recognition of the safety and public health aspects of the water system operator's position.
- Demonstrate a working knowledge of water chemistry and hardness, hydraulics, pumps and math skills.
- Demonstrate a working knowledge of OSHA safety procedures and regulations.
- Possess a high-level understanding of personal computer operations, network operations, and software applications.
- Understand and follow safety procedures and maintain safe working conditions and a safe workplace.

Training and Experience: Relevant post-secondary training and some experience in GIS/GPS applications are minimum qualifications. A bachelor's degree in GIS or a natural resource management field is desirable. Significant experience in water resource management is desirable.

Working Conditions: Work involves routine use and care of office equipment including copy machines and personal computers. Requires extensive interpersonal communication by phone and in person. Involves long periods of use of and exposure to personal computing equipment. Work involves routine exposure to irritants/fumes and hazardous chemicals (including chlorine, fluoride, phosphate, and lime), temperature extremes, vibrations, and noise. Considerable physical effort is required involving many types of movement such as lifting, bending/stooping, twisting/turning, pushing/pulling. Large and fine motor skills are necessary as well as the full range of senses are used. Performs manual digging. Works at significant depths below ground and significant heights above ground. Position requires weekend work, work beyond normal hours, as well as work during call outs.

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