 **Medford Irrigation District**

 **POSITION DESCRIPTION**

**Title**: Relief Ditch Rider

**Exempt/Non-Exempt**: Non-Exempt

**Reports To:** Jack Friend/Tammi Flanakin

**Pay Grade/Range**: \_\_\_\_\_\_\_\_\_

**Effective Date**: \_\_\_\_\_\_\_\_\_\_

**General Position Summary:**

The Relief Ditch Rider is responsible for overall maintenance and oversight of the Medford Irrigation district irrigation systems.

**Essential Functions/Major Assignments:**

* Perform a variety of semi-skilled and skilled duties in the distribution, measurement, and delivery of irrigation water to irrigators. Equitable distribution of water to all patrons of the district, establish a non-bias rotation of water on his/her ride; maintain clean and operable gates, siphons, trash racks, and stock gates.
* Responds to emergency repair requests.
* Measurement and balancing of water distribution using weirs, meters, and basic math.
* Perform repair work in, on, and around irrigation facilities including cleaning and maintenance of irrigation canals, ditches, trash racks, pipelines, and other structures as necessary to assure: (1) safe access to facilities, (2) proper operation of facilities (3) proper delivery and distribution of irrigation water on time.
* Patrol assigned areas by motor vehicle, by foot, or any other management-approved manner to detect leaks, breaks, weak areas, obstructions, and damage to the irrigation system.
* Remove debris and make emergency repairs to banks, structures, and gates.
* Curtail unauthorized or excessive diversions.
* Repair, reinforce and modify service lines, buildings, vaults, meters, water tanks, steel cylinder pipelines, and other metal structures.
* Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
* Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
* May work irregular or extended overtime hours.
* Participate in the On-call irrigation season rotation schedule.
* Haul equipment/machinery to the job site.

**Secondary Functions:**

* May learn semi-skilled maintenance, repair, and construction work in an assigned work area.
* Performs additional related duties as assigned.
* Reads and interprets blueprints, water rights maps
* Maintains records of maintenance and inventory of all assigned equipment.
* Ensures proper safety precautions are observed.

**Job Scope:**

* Perform regular and routine work under the minimal direct supervision
* Follows pre-established instructions or procedures with little variation

**Supervisory Responsibility:**

* None

**Interpersonal Contacts:**

* The Relief Ditch Rider has regular interaction, on phone, via computer email, and in person, with those both inside and outside of the organization, and will assist members of the public with answering all of their questions and resolving their issues with completeness and accuracy

**Specific Job Knowledge, Skill, and Ability:**

* Must be able to respond to all call-outs to the Medford Irrigation district within a maximum of thirty minutes.
* Must be able to respond to off-hours emergency call-outs, including weekends during the irrigation season.
* Must be able to maintain CPR/AED and standard first aid certifications
* Must be able to meet established deadlines and be able to prioritize workflow
* Ability to easily adapt to change
* Must be able to learn a wide variety of functions and duties
* Skill and ability to focus on providing exceptional customer services to patrons and the general public
* Must be able to collaborate effectively with patrons and the general public
* Must possess exceptional communication skills, both verbally and in writing
* Must be able to work independently with minimal direct supervision
* Must be available and accessible during work hours as well as able to respond to off-hours emergency call outs as required

**Specific Job Effort:**

* There is moderate physical effort required for this position. The physical effort includes but is not limited to the maintenance of irrigation canals, ditches, trash racks, pipelines, and other structures as necessary.
* Physical capability involves the use of office or equipment with some agility and hand/eye coordination is needed
* Tasks vary regularly and the Relief Ditch Rider must determine which tasks to complete and the order in which to complete them

**Education, Experience, and Certification/Licensure:**

**Required**

* High school diploma or GED.
* Minimum of two years of experience directly related to the duties and responsibilities specified.
* Minimum of two years of experience working in the construction trades or an irrigation setting
* Valid Oregon Class A (CDL) driver’s license, with a clean, safe driving record.
* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

**Job Conditions:**

* May work irregular or extended overtime hours.
* Participate in the on-call irrigation season rotation schedule.
* Will work primarily outdoors in all types of weather with some hazards and obstacles
* Driving is an essential function of this position as the Relief Ditch Rider will drive daily to maintain the irrigation ditches.
* Off season work schedule is Monday through Friday. The irrigation season work schedule is every week with consecutive rotating days off. However, the working schedule will be variable with the Relief Ditch Rider being required to respond to emergency call-outs which can occur on any day and at any time.
* In the performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear, and drive an automobile.
* The employee must occasionally lift or move up to 50 pounds.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)