

RIO GRANDE WATER CONSERVATION DISTRICT JOB DESCRIPTION

JOB TITLE: Groundwater Monitoring and Field Operations Lead

REPORT TO: General Manager

FLSA STATUS: Non- Exempt (Eligible for overtime in accordance with the Fair Labor Standards Act and applicable Colorado wage and hour laws).

HOURS: 40-hour workweek

SCHEDULE: Monday through Friday, 8:00 a.m. to 4:30 p.m., with occasional early/late start times or weekend shifts when fieldwork cannot be performed during regular hours.

This job description is established by the Rio Grande Water Conservation District (“RGWCD”) to outline the essential duties and responsibilities of the **Groundwater Monitoring and Field Operations Lead** position. This position is “at-will” meaning that either the employee or the RGWCD may terminate the employment relationship at any time, for any reason, with or without cause or notice.

JOB SUMMARY

Under the general supervision of the General Manager, the Groundwater Monitoring and Field Operations Lead oversees the RGWCD’s groundwater monitoring program and provides technical, field, and operational support for district projects and infrastructure. The position maintains monitoring equipment, district property and vehicles; coordinates field tasks; and ensures accurate, reliable data collection and reporting. The role requires strong technical skills, effective field leadership, and the ability to collaborate with staff, contractors, landowners, and partner agencies.

SUPERVISION: No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position performs a wide range of technical, administrative, and field-based responsibilities in support of the RGWCD’s programs with a primary responsibility for the RGWCD’s groundwater monitoring program.

Groundwater Monitoring Program

- Serve as the lead for the RGWCD’s groundwater monitoring program.
- Plan, coordinate, and collect monthly groundwater level measurements for wells within the RGWCD’s groundwater monitoring network.
- Analyze, verify, and report groundwater measurement data in coordination with the USGS, DWR, consulting engineers, and RGWCD staff.
- Review groundwater measurement results for accuracy, consistency, and reasonableness, investigating and resolving any irregular or unexpected readings.

- Provide technical recommendations to improve data quality, monitoring efficiency, and long-term groundwater measurement strategies.
- Train staff on standard groundwater measurement procedures, equipment use, and data verification standards.
- Coordinate scheduling of groundwater measurement activities.
- Assist with multi-entity groundwater monitoring projects, when requested, such as the USGS's Mass Measurement project.

Monitoring Well Infrastructure & Equipment Management

- Coordinate installation, repair, and maintenance of monitoring wells and associated infrastructure in the District's groundwater monitoring network.
- Ensure functionality, safety, and compliance of all RGWCD monitoring wells.
- Manage maintenance schedules to proactively address system issues.
- Calibrate, maintain, and troubleshoot field monitoring equipment; ensure instruments operate within required standards.
- Maintain inventory of field equipment, tools, and supplies; recommend replacements or upgrades as needed.

Project Coordination

- Plan, coordinate, and oversee field operations for RGWCD projects, ensuring objectives, timelines, and safety standards are met.
- Provide on-site direction and task assignments during multi-task or multi-site operations.
- Maintain detailed logs of field activities, maintenance work, equipment servicing, and project updates.
- Communicate field plans, expectations, and timelines to staff, contractors, and landowners.

Property and Infrastructure Maintenance

- Perform maintenance tasks at RGWCD and Subdistrict-owned properties, such as fencing, weed control, and minor facility repairs, in coordination with RGWCD staff.
- Coordinate property maintenance agreements for RGWCD Property (e.g., fire sprinkler and fire extinguisher inspections, boiler inspections, changing of HVAC filters and system checks).
- Maintain detailed logs of all RGWCD property or infrastructure maintenance.
- Coordinate snow and ice removal, including plowing and shoveling of sidewalks, driveways, and the parking lot.
- Scheduling seasonal startup and winterization of the landscaping irrigation system.
- Conduct seasonal inspections of the Norton Drain to identify maintenance needs and coordinate repairs with staff or contractors.
- Remove seasonal stop logs at the Norton Drain to maintain proper water flow and infrastructure function.
- Safely operate small machinery, hand tools, and field equipment.

Vehicle & Field Equipment Maintenance

- Coordinate routine and major maintenance of RGWCD vehicles in accordance with the RGWCD Vehicle Use and Fleet Management Policy.
- Maintain field equipment, including tools, monitoring instruments, well cameras, and other devices to ensure reliability, accuracy, and readiness for field activities.
- Coordinate repairs, schedule routine maintenance, and troubleshoot field equipment issues as needed.

Safety, Compliance & Professional Communication

- Promote and enforce compliance with RGWCD safety policies and applicable federal, state, and local regulations.
- Exercise sound judgment and self-awareness when working independently in remote or hazardous environments.
- Identify and report workplace hazards or unsafe practices.
- Maintain current knowledge of safety, environmental, and operational regulations.
- Communicate professionally with contractors, landowners, agencies, and stakeholders.
- Identify training needs; support cross-training and knowledge-sharing initiatives.

Planning and Budgeting

- Lead the identification of annual and long-term operational needs for the Groundwater Monitoring Program, including equipment replacement cycles, infrastructure repairs, field vehicle requirements, and staffing support.
- Provide recommendations to the General Manager regarding budget priorities, cost estimates, and resource allocation.
- Evaluate equipment performance and maintenance history to forecast future expenditures and prevent downtime.
- Recommend cost-effective purchases, upgrades, and replacements that improve safety, efficiency, and data accuracy.
- Assist in multi-year planning for monitoring wells, vehicles, field equipment, and property needs.
- Monitor field-related expenditures to ensure alignment with approved budgets.

Perform other duties as assigned.

QUALIFICATIONS, SKILLS, AND COMPETENCIES

Skills and Competencies

- **Water Resources & Regulatory Knowledge:** Understanding of hydrology, water rights adjudication, and relevant state and federal regulations.
- **Analytical & Decision-Making Skills:** Ability to evaluate engineering, legal, and financial information to support sound recommendations.
- **Problem-Solving & Critical Thinking:** Identifies issues, analyzes data, and implements effective solutions.
- **Accuracy & Attention to Detail:** Maintains thorough, precise, and high-quality work in all duties.

- **Organization & Time Management:** Prioritizes multiple assignments, meets deadlines, and maintains efficient workflow.
- **Adaptability:** Responds effectively to changing priorities, procedures, and work environments.
- **Communication Skills:** Communicates clearly both in writing and verbally; interprets technical information; maintains confidentiality and professionalism.
- **Collaboration:** Works cooperatively with colleagues, partners, and stakeholders to achieve shared goals.
- **Technical & Navigation Skills:** Proficient with GPS, Public Land Survey System (PLSS), and related mapping technologies.
- **Dependability & Professionalism:** Demonstrates reliability, accountability, integrity, and commitment to organizational standards.

JOB QUALIFICATIONS

Minimum Qualifications

- A bachelor's degree in Hydrology, Natural Resources, Environmental Studies, or a related field; or equivalent experience.
- Valid Driver's License
- Must maintain an acceptable driving record in accordance with District Policy.
- Experience conducting fieldwork in variable and extreme weather conditions.
- Ability to accurately collect, verify, and document hydrologic or environmental field data following established protocols.
- Ability to troubleshoot, maintain, and operate field monitoring equipment, small machinery, and hand tools safely and effectively.
- Strong situational awareness and sound judgment when working independently in remote or isolated environments.
- Ability to read and interpret maps, legal descriptions, and spatial data (e.g., PLSS, GPS coordinates).
- Proficiency with GPS units, mobile data collection platforms, and basic GIS applications (ArcGIS or similar).
- Experience operating small machinery, ATVs, trailers, or field vehicles in rugged conditions.
- Effective communication skills, including the ability to interact professionally with landowners, contractors, and partner agencies.
- Ability to lift, carry, and transport up to 50 pounds of equipment across rugged terrain.
- This position may be designated as safety-sensitive in accordance with District policy.

Preferred Qualifications

- Experience in groundwater measurement techniques and standards.
- Two or more years of experience in groundwater measurement, hydrologic fieldwork, or related technical roles.
- Experience installing, maintaining, or repairing groundwater monitoring wells or related infrastructure.

- Experience conducting agricultural well meter inspections or working with water-measurement devices.
- Experience coordinating field crews, directing field tasks, or leading multi-site field operations.
- Experience with property maintenance, groundskeeping, and facilities repairs
- Experience preparing technical field reports, maintenance logs, or environmental documentation.
- Understanding of basic Colorado water law, groundwater management, Subdistrict operations, or water rights administration.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle and/or feel objects and/or controls, reach with hands and arms, balance, stoop, kneel, crouch or crawl, talk, or hear, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust to focus.

The primary duties of this position are performed in the field involving physically demanding data collection, inspections, and other field activities. Office-based tasks, including data entry, mapping, and reporting are performed as necessary to support the field work. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act and applicable state law.

Fieldwork

- Must be able to walk long distances across diverse and often challenging terrain, including uneven ground, muddy fields, wetlands, riverbanks, rocky areas, and agricultural lands.
- Frequent exposure to extreme temperatures (cold and heat), wind, rain, snow, and high UV conditions, often for extended periods.
- Requires physical stamina to carry, lift, and transport field equipment weighing up to 50 pounds across rugged or remote areas.
- Regularly involves prolonged standing, walking, stooping, bending, kneeling, and crouching in outdoor environments, often near water bodies or in dense vegetation.
- Exposure to insects (including mosquitoes, ticks, and flies) and wildlife (e.g., snakes) is common and requires situational awareness and proper field safety practices.
- Work often occurs in remote or isolated locations with limited access to shelter, amenities, or immediate assistance, requiring strong self-sufficiency and preparedness.
- Field activities may involve travel over rough roads, climbing embankments, crossing irrigation ditches, or navigating dense brush or crops.
Requires extended driving of vehicles for long distances and durations, often on rural, unpaved, or rugged roads to access remote field sites. Drivers must maintain alertness and adhere to safety protocols while operating vehicles for prolonged periods.

Office Work

- Prolonged sitting and computer use for tasks such as data entry, mapping, equipment logging, and report preparation.
- Frequent use of mapping software, telecommunication tools, and standard office equipment.
- Occasional lifting and moving of office materials or equipment up to 20 pounds.
- Travel to meetings and conferences as needed.
- Occasional use of ladders or step ladders to access elevated storage, equipment, or infrastructure.

EQUAL EMPLOYMENT OPPORTUNITY

The Rio Grande Water Conservancy District is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.

This job description describes the general nature and level of work required for this position. It is not intended to be an exclusive or exhaustive list of all responsibilities, duties, and skills required. This job description is not an employment contract, express or implied. This job description may be changed or amended at any time by the RGWCD Board, without prior notice, to meet the needs of the RGWCD.

ACKNOWLEDGMENT AND ACCEPTANCE

I acknowledge I have received and reviewed a copy of the Rio Grande Water Conservation District’s job description for the Groundwater Monitoring and Field Operations Lead position. I understand the essential duties and other requirements of the position, as stated in the job description. I have the skills and/or experience to perform all of the job duties and responsibilities. I understand that this is not an exclusive or exhaustive list of duties and responsibilities required for this position and the job description may be changed or amended by the Board of Directors at any time to meet the needs of the Rio Grande Water Conservation District. **I am an employee at-will. I agree to always abide by Rio Grande Water Conservation District policies and procedures and all applicable laws.**

Employee Signature: _____ Date: _____

General Manager Signature _____ Date: _____