

Upper Niobrara White Natural Resources District

Job Title: Groundwater Management Coordinator

Immediate Supervisors: Manager and Assistant Manager

Employee is responsible for operation and administration of UNWNRD Groundwater Quantity Program as assigned by the District General Manager. Employee is expected to balance field and office duties needed to accomplish the work. Daily operations will be performed with limited supervision.

Duties & Responsibilities:

1. Oversee and administer UNWNRD Groundwater Quantity Programs under the direction of the Manager and Assistant Manager.
 - a. Coordinate the collection, analysis and reporting of groundwater use in the district
 - b. Coordinate the meter maintenance program
 - c. Collect field measurements and report well discharge
 - d. Coordinate irrigation efficiency education program
 - e. Oversee well decommissioning program
 - f. Conduct field inspections of Chemigation systems
 - g. Conduct collection of water quality samples
 - h. Conduct field collection of water levels
2. Obtain and maintain Natural Resources Groundwater Technician Certification
3. Assist with all other programs
4. Carry out other duties as assigned by Management.

Minimum Qualifications:

Associates Degree is required and bachelors degree is preferred. Ability to communicate with landowners from ranch, farm and urban backgrounds is necessary. A basic understanding of natural resources conservation is necessary. Must be computer literate, familiar with Microsoft Office Suite and have the ability and desire to learn ArcView. Must be able to bring about actual accomplishments quickly and efficiently. Must be able to perform manual labor, lift 50 pounds, operate electronic, mechanical and power equipment and work long hours under varied weather conditions.