

SOUTH COLUMBIA BASIN IRRIGATION DISTRICT
Job Description

Job Title: Watermaster Clerk
Reports To: Assistant Secretary/Treasurer
FLSA Status: Nonexempt
Pay Scale: GS 2 - GS 3
Prepared By: Mylan Muhlestein
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Approved By: Mike Hamilton
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SUMMARY

The Watermaster Clerk is expected to maintain an efficient office to accommodate the needs of the landowners for the District while providing accurate, timely information to other employees and sources. Accuracy and the ability to use spreadsheets, formulas, links, and various software is an important function of the job. The ability to make decisions with respect to the daily operation of the office from an “administrative” aspect are also important, keeping in mind the directives of the Treasurer and policies set forth by the District.

Interacts and coordinates with: Watermaster, Assistant Watermaster, Mechanic, Ditchriders, Pasco office personnel, Lead Watermaster Clerk, Support Services Supervisor, and landowners.

Normal work hours: Monday through Friday, 7:00 a.m. to 3:30 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PAYROLL

Enter hours and work codes from foreman’s report.

Enter standby time.

Balance timesheet hours to foreman's report.

Add, delete employees in spreadsheets while maintaining integrity of formulas

Edit hours, rates, etc., while maintaining integrity of formulas.

Insert formulas, page breaks, and links to other spreadsheets while maintaining the integrity of the worksheet.

WATER BOOKS

Match water cards to books, reconcile and make necessary corrections.

Calculate meter reads.

Run balancing checks, find discrepancies, and correct errors.

Complete water cards for Ditchriders as needed.

Review and reconcile all books at month-end.

WATER REPORTS

Take water orders and record accurately.

Relay accurate information to Ditchriders in timely fashion.
Receive water reports from Ditchriders and process.
Reconcile and total water orders for Watermasters and month-end processes.
Distribute reports to other offices.
Maintain orderly files/records in cabinets and computer.

CHEMICAL TREATMENT & MOWING

Review daily treatment log for inconsistencies.
Enter chemical treatment data accurately into spreadsheet.
Maintain accurate mowing and weed burning data.

INVENTORY, SHOP & FUELS (CAMS System)

Review purchase orders for accuracy.
Correct account numbers.
Match dollar amounts to invoice.
Quantities received vs. paid .
Enter PO's into inventory system after reviewed.
Enter repair orders from shop.
Check for accurate service code.
Enter stock parts accurately.
Enter direct charges accurately.
Enter labor accurately.
Enter dates, vehicle information, etc., accurately.
Post repair orders and balance to reports.
Tag inventory parts and stock with item number.
Enter fuel and usage receipts.
Reconcile all aspects of inventory, repair orders, fuel issues etc.
Perform any month-end processes.

COST AUTHORITIES

Maintain accurate cost records for labor, materials, equipment, and mileage.
Reconcile costs with GL accounts on a bi-weekly basis.
Enter costs on spreadsheets.
Coordinate with other field offices to facilitate accurate costing of labor and materials when working in another area or another job.
Submit month-end cost summaries in timely fashion.

SUPERVISORY RESPONSIBILITIES

This job has no regular supervisory responsibilities. Watermaster Clerk may provide direction to Assistant Watermaster Clerk as needed.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months' to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State drivers license required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.