

McClain County Conservation District

Watershed Aide

Position Description

The primary purpose of this position is to protect Oklahoma's upstream flood control dams and reduce flood risks by assisting conservation districts with the operation and maintenance (O&M) of existing dams. Responsibilities of this position include landowner interactions, assessing the condition and maintenance needs of flood control dams within the conservation district boundaries; as well as operating heavy equipment to perform maintenance and repairs, responding to OKIE811 locate requests, monitoring easement encroachment, and recordkeeping. The employee is expected to carry out most duties, programs, and activities with a minimum of supervision, but will be expected to keep board members and other district staff fully informed of activities within their district boundaries.

This position is based in and employed by a local conservation district with primary supervision by the Conservation District Board of Directors. Performance evaluations will be based upon standards of performance established for each major job duty listed below and other work components. Additional duties not specifically listed here may be assigned on an as needed basis.

COMPENSATION:

A comprehensive benefits package, including a benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents and retirement. The monthly salary for this position is \$3,558.61.

LOCATION:

One position will be housed at the McClain County Conservation District office located in Purcell, Oklahoma.

EDUCATION AND/OR EXPERIENCE:

High School graduation or equivalent. One year experience in customer service, public agencies, landscape, rural lands, construction maintenance, or closely related area; or an equivalent combination of education and experience sufficient to successfully perform the duties of the job such as those listed.

COMMERCIAL DRIVER'S LICENSE:

Job Duties and Responsibilities

- possess (or obtain within 90-days of employment) a Commercial Driver's License (CDL)
- maintain a valid Oklahoma Class A CDL, along with an acceptable, safe, active driving record, along with proof of insurability

Performance Standards

- The Watershed Aide possess current CDL license as required.

WATERSHED OPERATION AND MAINTENANCE (O & M):

Job Duties and Responsibilities

- serve as the first point of contact for watershed dam inquiries from the public and partnership organizations; answer questions, resolve problems appropriately or seek out additional assistance as required
- conducts annual watershed dam inspections identifying maintenance needs and concerns as well

as inspections during and after significant rainfall

- complete, compile, and load OKPDM-3 inspection reports to DamWatch and submit an electronic copy to the Natural Resources Conservation Service (NRCS) state office and OCC
- annually develop a Watershed Dam Actions Needed Plan (WDANPlan) outlining by site the needed O&M work including an estimated cost and submit the plan to OCC
- coordinates and performs mechanical and structural maintenance work on dams, such as removal of trees from dam and spillway; makes minor repairs such as removal of debris from inlet towers and filling in small eroded areas
- prepares requests for funds and project bid packages, as well as supervising and approving contract work
- has the ability to utilize all equipment, machinery, and tools as needed in a safe and effective manner; maintains all equipment and machinery in good working order
- coordinates with and provides assistance to OCC Watershed Technicians and NRCS staff on field surveys and situation analysis of special conditions associated with watershed dams

Performance Standards

- Ability to manage time wisely, work independently, prioritize needs, develop schedules, and exercise initiative to prioritize tasks and activities on an ongoing basis.
- Ability to read and comprehend simple instructions, short correspondence, memos, and emails.
- Identifies and pursues necessary resources for solving problems. Seeks innovative and creative solutions and takes initiative to address needs. Suggests operational modifications to improve performance, efficiency, and effectiveness.
- Takes the lead on annual watershed dam inspections, inspections following significant rainfall events, and development of WDANPlan, requests for funds, and bid solicitation process.
- Timely processing of OKIE811 locate requests and DamWatch data input as required.
- Reports to the district board members all O&M activities and work performed on or around watershed dams. As needed, reports significant issues to OCC and NRCS.
- Safely and efficiently operates all equipment required to perform basic maintenance as well as minor repairs on dams, spillways, inlet towers, and surrounding areas.
- All OCC and district vehicles, equipment, and tools assigned to the employee are properly maintained; procedures are followed when repairs are required.

PUBLIC AND DISTRICT RELATIONS:

Job Duties and Responsibilities

- knowledge in methods and procedures for building public trust, developing positive public relations, and working effectively with customers
- skill in establishing and maintaining effective working relationships with others, in expressing ideas clearly and concisely, creating a positive public image for employee and District
- helpful to and fulfills requests of customers while building positive cooperative relationships
- keep others informed of schedule, challenges, and accomplishments; advises district board of activities in which they should participate
- provides district board a written monthly report of watershed O&M activities performed on their behalf; attends board meeting as requested and schedule permits
- possess the leadership skills to sets goals and objectives for projects to promote vision and advance mission.

Performance Standards

- Exerts positive influence on customers, clients, co-workers and associates; creates a positive image for the conservation districts and State of Oklahoma; fosters positive relationships within

districts, NRCS and other agencies; leads by example.

- Attitude, behavior, and performance is professional, courteous, and respectful.
- Exemplifies "team player" attitude and behavior with all customer groups and interactions, including working with others to accomplish tasks and be successful.
- Assists each district board in development of watershed dam related activities in their yearly joint plan of operations and long-range plans.
- Possesses a customer service/public service mindset in daily work duties; always willing to assist others.
- Has proper knowledge of program guidelines, natural resource conservation, and job duties specific to the position to have informed communications with all individuals and entities as needed.

PHYSICAL REQUIREMENTS:

Job Duties and Responsibilities

- hear normal conversation in person and on the telephone
- mobility of arms to reach, and the dexterity of hands to grasp and manipulate small objects and to write legibly; use hands to operate hand and power tools and equipment
- good peripheral vision and depth perception
- use lower body mobility to climb, balance, stand, walk, stoop, bend, and extend legs, kneel, crouch, crawl, reach, push, pull, and lift
- walk on uneven ground, rough terrain, and through dense vegetation
- swim competently
- work outside in weather extremes of the local climate
- exposure to alternating noise levels
- exert in excess of 50 pounds of force frequently and in excess of 20 pounds of force constantly to move objects

Performance Standards

- Employee meets all standards for physical requirements that are needed to perform job duties.
- Work is complete as necessary, even in adverse weather conditions providing that the environment is safe to do so.

HOW TO APPLY:

- Interested and qualified applicants should submit a cover letter and a resume with daytime phone number, email, and at least two professional references.
- Documentation of applicable certifications and Class A Commercial Driver's License (CDL) should also be included.
- Submit application materials via mail to:

McClain County Conservation District
1721 Hardcastle Blvd., Suite B
Purcell, OK 73080

Or via e-mail to: mcclainccd@conservation.ok.gov

- Deadline for documents to be received: March 3, 2025 at 4:30 p.m.
- For questions, contact Piper Norvell at (405) 527-3160, Ext. 101 or mcclainccd@conservation.ok.gov