

## **EXHIBIT 13-A**

### **MONTEREY PENINSULA WATER MANAGEMENT DISTRICT**

#### **ASSISTANT HYDROLOGIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To plan, organize and conduct hydrologic related research projects; to gather, compile, analyze and interpret data related to water supply planning, demand management, water quality, fisheries and riparian vegetation; and to perform a variety of technical tasks relative to assigned areas of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the professional Hydrologist series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Associate Hydrologist in that the latter performs more complex duties with minimal supervision and guidance.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Water Resources Manager.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

#### **Essential Functions:**

1. Assist in with the well reporting program; distribute, collect and compile annual production reports from all well owners and operators in the District.
2. Perform well registration; receive new permits from County Health Department, mail letters and forms, locate wells on map, assign numbers and reference to assessor parcel number; review well logs; update District database.
3. Measure depth to water in wells throughout the District; maintain well probes and monitor sites.
4. Read water meters on medium and large wells; maintain records on spreadsheet, calculate production and report to General Manager; notify well owners of violations and discrepancies.
5. Oversee activities of contractors; observe well drilling operations, evaluate well cuttings, assist with set up and clean up of District drilling sites.
6. Collect water quality samples and enter results into District databases
7. Operate and Monitor the Districts Aquifer Storage and Recovery Program
8. Measure and calculate stream flow; use current meters in all types of weather; maintain field notes in book and computer, and work up stream flow records.

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9. Assist with installation and maintenance of stream flow gauging stations; install pipes, brackets, concrete, pressure transducers, data loggers, float recorders and housings.
10. Retrieve data from weather stations; connect to modem or lap top computer, convert and enter data; produce report.
11. Maintain weather stations; check and change batteries, thermistors, anemometers, pyranometers, rain gauges and housings as needed; reprogram station as required.
12. Collect wetland soil samples; obtain samples, deliver to lab and enter data into computer.
13. Conduct vegetation transect and quadrats sampling in wetlands; find established sites, set up tag line, identify plants, quantify and enter data into computer for statistical analysis.
14. Prepare a variety of reports; compose text and develop charts, graphs, and maps.
15. Respond to requests for hydrologic information; explain availability and policy; write letters in response to inquiries.
16. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
17. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in the field of surface and ground water resource management and monitoring.
18. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
19. Hike into remote areas to make inspections, measurements and observations and to conduct studies.
20. Serve as District representative on interview panels for other agencies as necessary.
21. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a well production monitoring program.  
Principles and practices of hydrologic, climatic, geologic and biologic science.  
Riparian systems, wetland systems and fishery biology.  
Streamflow gaging  
Computer applications related to hydrology including data management, word processing and report writing.  
Mathematics and statistics.  
Methods and techniques of soil sampling.  
Basic drafting methods, techniques and tools.  
Proper and safe use of hand and power tools.  
Basic carpentry, pipe fitting and cement working techniques.  
Laws and regulations relating to wells, water distribution, water production, fisheries, and riparian environments.  
Basic stream sedimentation and erosion processes.  
Water quality sampling protocols.  
Global positioning satellite systems for mapping.  
Chain of custody forms.

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Operation of pumps and water meters.  
Occupational hazards and standard safety practices.

**Ability to:**

Develop and maintain databases and spreadsheets.  
Accurately compile and analyze data.  
Prepare and interpret maps.  
Install, operate and maintain stream flow gauging stations.  
Measure all ranges of stream flow and compute continuous stream flow records.  
Troubleshoot electrical and mechanical equipment.  
Utilize a computer terminal for data management, data processing and word processing.  
Operate equipment in a safe and effective manner.  
Perform instrument calibration.  
Use proper techniques to acquire water quality samples.  
Complete chain of custody forms for water quality and biological samples.  
Operate GPS equipment to locate wells and other monitoring sites.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines** — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Three years of increasingly responsible water resource management experience.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in hydrology, geology, environmental sciences, engineering or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

*The conditions herein 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 job functions.*

**Environmental Conditions:**

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; exposure to poisonous plants, animals, and/or insects; work closely with others and work alone; irregular work hours; exposure to computer screens, atmospheric conditions, and slippery and uneven conditions; working with machinery.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; walking, standing and sitting for prolonged periods of time; bending, climbing and reaching; operating motorized vehicles and equipment.

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**Vision:**

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.

**EEO Statement:**

MPWMD provides a fair and equal employment opportunity for all employees and job applicants. We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free work environment.

**Department:** Water Resources Division

**Bargaining Group:** General Unit

**Exempt:** Yes

**Approved Date:** October 2021

**Revised Date:** N/A