

**NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT
POSITION DESCRIPTION**

POSITION: Natural Resource Specialist

REPORTING SUPERVISOR: Assistant General Manager

PROGRAM: Aquifer Science

BASIC FUNCTION:

This position is responsible for performing District field activities, investigations and data collection.

GENERAL DESCRIPTION:

Conducts field inspections and investigations with appropriate personnel and reports findings; maintains accurate records of field investigation activities; assists Compliance Coordinator in assembling required information to complete enforcement packets; and other related activities; drafts summary reports as a result of field investigations; provides the general public with information regarding the Ogallala Aquifer; maintains all records concerning field investigations; maintains all associated field equipment; and performs other duties as scheduled by the Assistant Manager.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Associates Degree or equivalent experience and training, have a valid Texas driver's license and a good driving record; have mechanical aptitude and possess the ability to work with little direct supervision; must have the ability to work well with District staff and groups or individuals with diverse interests; have some familiarity with computers in data entry, record keeping and summary report writing.

PHYSICAL REQUIREMENTS:

Job performance may require: occasional lifting of items such as mechanical equipment, tools, etc. with weights generally not exceeding 50 pounds; considerable walking, standing, stooping, and bending; some occasional irregular work hours and occasional long workdays seldom amounting to more than 50 hours in one work week, and low to moderate levels of stress. Job is performed primarily in a field environment with infrequent and short times in an office.

Accept: _____

Date: _____

**NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT
ACCOUNTABILITIES**

POSITION: Natural Resource Specialist

REPORTING SUPERVISOR: Assistant General Manager

PRINCIPLE ACCOUNTABILITIES:

1. Performs flow tests on water wells.
2. Performs site, well and flow meter inspections for rule compliance.
3. Performs water meter flow measurements, production report and field investigations for accuracy.
4. Responsible for data entry into and maintaining associated informational databases for assigned program areas.
5. Responsible for installation and maintenance of field equipment associated with assigned program areas.
6. Responsible for fostering a professional working environment and maintaining a positive attitude while conducting District business. This includes, but is not limited to, establishing and maintaining a cooperative working relationship with District personnel, district board members, and the general public.
7. Responsible for adhering to all District policies, procedures and state laws governing District operations.
8. Performs other tasks or assignments as requested by the Assistant Manager.