



## **MEDFORD IRRIGATION DISTRICT POSITION DESCRIPTION**

POSITION TITLE: FOREMAN

WAGE STATUS: Exempt TBD Based on experience

PURPOSE OF POSITION: Distributes irrigation water to the users of the district's water rights within their assigned area by Oregon Revised Statutes, Oregon Administrative Rules, District Policies and Procedures, and District management direction using information based upon decrees, partial decrees, permits, licenses, and transfers.

### **ESSENTIAL JOB FUNCTIONS:**

- Manage crew members including area supervisors.
- Responsibilities include ensuring the supervisors & ditch riders are performing their essential job functions.
- Provide maintenance and ditch rider training as necessary.
- Assist in and oversee maintenance projects in the off-season.
- Address patron water delivery issues.
- Respond to patron complaints and requests promptly.
- Analyze patron issues, determine the appropriate action, and implement resolution.
- Work with water rights users to resolve issues interfering with or preventing the distribution of water according to OWRD direction.
  - Review and evaluate water reports, records, logs, and graphs, including monitoring and using the telemetry network to confirm the adequacy of present and projected water needs.
  - Serve as an emergency service contact and determine action to be taken in the event of emergencies.

JOB QUALIFICATION REQUIREMENTS: Mandatory Requirements: Associate Degree, or equivalent, from a two-year college or technical school or a combination of training, education, and experience that is equivalent to the employment standard listed above and that requires the desired knowledge and abilities.

Must demonstrate the following competencies:

- Familiar with plant species (agricultural grasses, crops, and noxious weeds)
- Familiar with Global Positioning System (GPS) technology
- Ability to interpret maps and aerial photography
- Ability to use a computer
- Slippery and / or uneven terrain
- Exposure to domestic animals and wild animals
- Hazardous road conditions
- Ability to perform basic mathematical functions for accurate calculations
- Ability to understand oral and written instructions
- Ability to work independently or as part of a crew
- Ability to establish an effective working relationship with other employees, supervisors, outside contractors, and the public
- Possess excellent time management skills and ability to efficiently prioritize work tasks

- Ability to operate motor vehicles, machines, and tools safely and in conformance with applicable laws, regulations, and work rules
- Excellent communication skills

**Special Requirements/Licenses:** Possession of a valid Oregon driver's license. Must have a safe driving record. The employee must live within thirty (30) minutes of the employee's area of responsibility. Operate heavy equipment as needed. Maintain CDL license, CPR/AED, and Standard First Aid certifications. **Desirable Requirements:** Previous experience working with telemetry and GPS systems; irrigation district water measurement and delivery practices; water rights knowledge.

**SUPERVISION RECEIVED:** The employee works under the supervision of the Managing Director.

**SUPERVISORY RESPONSIBILITIES:** The employee works under the supervision of the Managing Director.

**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 position. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, talk, and hear. The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:** Telemetry instruments and tools, GPS instruments, computer, telephone system, copy and fax machine, water measuring devices. District vehicles and other maintenance tools and equipment are required to perform the assigned duties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee regularly must work within the following conditions:

- Outside weather exposure
- proximity to moving water in irrigation canals
- Small work areas (telemetry stations and pipe)
- Slippery and/or uneven terrain
- Exposure to domestic animals
- Hazardous road conditions
- Hostile patrons

Occasionally the employee may be exposed to fumes, airborne particles, and vibration. This description covers the most significant essential and auxiliary duties performed but does not include other occasional work that may be similar to, or logical assignment to, the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

An irrigation district foreman is responsible for overseeing the installation, maintenance, and repair of an irrigation system within a district, including managing crews, scheduling projects, ordering materials, ensuring proper operation of all irrigation components like valves, pipes, and sprinkler heads, and



maintaining compliance with safety regulations and district standards; essentially leading all aspects of irrigation operations within the district.

Key responsibilities of an irrigation district foreman may include:

- **Crew supervision:**  
Leading and managing a team of irrigation technicians, assigning tasks, and ensuring efficient work execution.
- **Project planning and execution:**  
Assessing irrigation needs, developing project plans, scheduling installations, repairs, and maintenance activities.
- **System maintenance:**  
Inspecting irrigation systems regularly, identifying and addressing issues like leaks, malfunctioning sprinklers, and faulty valves.
- **Equipment operation:**  
Operating and maintaining specialized irrigation equipment like backflow preventers, controllers, and trenching machines.
- **Material management:**  
Ordering necessary parts and supplies, managing inventory, and ensuring timely deliveries to project sites.
- **Compliance with regulations:**  
Adhering to local water regulations, safety standards, and environmental guidelines.
- **Customer service:**  
Responding to customer concerns regarding irrigation issues, providing explanations, and coordinating repairs.
- **Budgeting and reporting:**  
Tracking project costs, preparing reports on work completed, and managing budget allocations.
- **Technical knowledge:**  
Comprehensive understanding of irrigation systems, including components, installation methods, troubleshooting techniques, and hydraulic calculations.
- **Leadership abilities:**  
Effectively managing and motivating a crew, delegating tasks, and resolving conflicts.
- **Problem-solving skills:**  
Diagnosing irrigation issues, identifying root causes, and implementing solutions.
- **Mechanical aptitude:**  
Ability to operate and maintain various irrigation equipment.
- **Communication skills:**  
Clearly communicating with customers, crew members, and management regarding project updates and issues.