

# BISHOP CREEK WATER ASSOCIATION

## WATERMASTER POSITION

### Job Description

The Watermaster is responsible for the equitable distribution of flow in the Bishop Creek ditch system. The Watermaster: 1) inspects the various ditches, and diversion facilities on the system; 2) makes flow adjustments; 3) cleans gates and diversion structures as necessary; and 4) accurately records gate settings, flowrates, or ditch water levels. The route is approximately 20 to 30 miles throughout the west/central Bishop area and takes approximately 2 to 3 hours to run. In addition, the Watermaster is on call 24 hours a day for trouble shooting and emergencies.

### Job Requirements

- Route should be run in the morning, a minimum of 5 days per week (Sunday through Saturday). The two days off should be non-consecutive. During periods of foul weather, changes in Bishop Creek flow by SCE at Power Plant 6, changes in water use patterns by members, or other changes that affect the system, the route should be run daily. Changes in this schedule require the approval of the BCWA Board of Trustees.
- The Watermaster is expected to come to the monthly BCWA Board of Trustee meetings to report on the previous month's activities.
- The Watermaster needs to keep a log book of phone calls, gate settings, flowrates, obstructions, and/or ditch levels throughout the system.
- The Watermaster reports to the BCWA Trustees.
- The Watermaster must have a valid driver's license, a reliable vehicle, and vehicle insurance.
- The Watermaster must be in good health and physically capable of handling a shovel and rake for minor water ditch/diversion repairs and debris removal from channels
- The Watermaster is provided a cell phone for alerts, field notifications (too much or too little water, plugged culverts, flooding, etc.) and be responsive to association related phone calls.
- The Watermaster is responsible to communicate tactfully with BCWA members.
- The Watermaster needs to analyze the effects of flow changes on the complex Bishop Creek ditch system.

### Salary and Benefits

- The Salary is initially set at \$\_\_\_\_\_ per month, half payments on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Re-evaluations are made annually.
- A vehicle allowance of \$\_\_\_\_\_ is provided each month, half payments on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Re-evaluations are made annually.

- Vacation Leave - An annual paid vacation allowance of one week (5 work days) will be provided after one year of employment. An annual paid vacation allowance of two weeks (10 work days) will be provided for the second through fifth year of employment, accrued at the end of each year. From the sixth year of employment, the Watermaster shall receive 3 weeks (15 work days), accrued at the end of each year. The accrued vacation must be used within 3 years of being credited. The use of vacation leave shall be permitted as the work situation permits and must be approved by the BCWA Board President.
- Sick Leave – The Watermaster will be granted up to two weeks sick leave per year, to be used only for reasons of illness or injury, or for preventive medical measures which cannot be fitted into the work day. Sick leave shall be credited to the watermaster at the beginning of each year of service, The use of sick leave shall be reported to the BCWA Board President.
- Leave Without Pay – If a situation arises in which the Watermaster needs more leave time than credited, the Watermaster may be permitted to negotiate with the BCWA Board President to take leave time without pay. The reasons for taking such leave and the needs of the job must be taken into consideration in granting such leave. All accumulated vacation leave time, as well as sick leave time, if pertinent, must be used before leave without pay shall be granted. No additional vacation or sick leave will accumulate while the Watermaster is on leave without pay. The taking of leave without pay during the first 6 months of employment shall only be permitted in emergent situations.