



Prairielands Groundwater Conservation District

Field Technician Position Description

Position: Field Technician, Full-time (Non-Exempt)

Immediate Supervisor: Field Operations Coordinator

Salary: \$35,000 - \$45,000; Commensurate with Experience

Job Summary:

Prairielands Groundwater Conservation District is accepting applications for the position of Field Technician. This position works closely with field and permitting staff to ensure proper permitting and documentation of groundwater/surface water use as well as verifying accuracy of well permits, communicating with well registrants on compliance issues, verifying well locations, meters and pumpage; and verifying and enhancing the District's well permit database

Essential Duties:

- Identify and evaluates well permits for accuracy and resolve issues as needed;
- Perform field inspections as needed for meter readings, wells and verify in compliance;
- Identify unpermitted wells and perform investigations. Sends notices for compliance;
- Maintain a current inventory of field equipment on hand as well as a need to order inventory list;
- Ensure timely maintenance of field equipment and vehicles for safety standards;
- Develop and file reports concerning performance of field activities and services provided;
- Apply basic principles of groundwater conservation and highly knowledgeable of the Rules of the District and of their application to all affected parties;
- Provide on-site technical support in areas of water conservation to help reduce overall water consumption; and
- Provide quality service by establishing and enforcing organization standards.

Secondary Duties:

- Assist in day to day operations of the Prairielands Groundwater Conservation District in areas of compliance and permitting;
- Other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalency; comparable job experience considered;
- Basic knowledge of computer programs including Microsoft Office; Preference given to GIS software.
- Ability to read legal descriptions/maps and locate specific points of interests on maps and in the field.

- Valid Driver's License and above average driving record.
- Time Management - Managing one's own time and the time of others.
- Must have personable nature, possess good customer service qualities, and be able to work under pressure and deadlines.
- Strong communication skills are required, both written and verbal.
- Should possess above average organizational skills and abilities.
- Ability to lift 50-100 pounds
- Ability to work in outdoor weather conditions
- Must be able to pass a drug screen.

Applications: Please submit resume via email to kjones@prairielandsgcd.org; US Mail to: **ATTN: General Manager**, PO Box 3128, Cleburne, TX 76033.

Deadline: Resumes will be accepted until qualified applicant is selected.

Prairielands Groundwater Conservation District is an Equal Opportunity Employer.