



## WATERSHED MANAGEMENT TECHNICIAN

|                             |                                                                                |                                 |                                                                    |
|-----------------------------|--------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------|
| <b>Job Title:</b>           | <b>WATERSHED MANAGEMENT TECHNICIAN</b>                                         | <b>Department:</b>              | Water Resources                                                    |
| <b>Reports To:</b>          | WATERSHED AND RIGHTS OF WAY MANAGER                                            | <b>Location:</b>                | Water Resources                                                    |
| <b>FLSA Classification:</b> | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | <b>Status:</b>                  | <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT |
| <b>Revision Date:</b>       | 09/22/2026                                                                     | <b>Number of Direct Reports</b> | 0                                                                  |

**SJWD employees are expected to conduct themselves at the highest standard of honesty and integrity and consistently render loyal and efficient service, aligning with its mission, vision, and values.**

### Position Summary

Under general supervision, performs work activities related to permitting (except boats), buffer management, watershed outreach, and related programs. Performs other related duties to include preparing related correspondence, maintaining data/databases, analyzing trends in compliance, preparing information for classification, permitting, and enforcement activities, and participating in outreach programs as directed.

Decision-making is within District policies and procedures. Supervision is available.

### Position Responsibilities - Essential

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The tasks listed below represent the majority of time spent in this position. Management may assign additional duties as needed.

- Ensures the protection of water quality of the system by administering the SJWD Water District Policies and Procedures Governing Water Supply Reservoirs.
- Conducts all aspects of the land permitting programs, including docks, shoreline stabilization, vegetation, etc.
- Monitors and inspects the buffer and other sites to ensure compliance with SJWD policies and procedures, as well as local, state, and federal laws, as appropriate.
- Inspects activities within the buffer and on the reservoirs for adequacy, operation, and compliance with applicable permits and regulations.
- Investigates complaints from industrial users, other customers, and the public.
- Operates systems for issuing permits and helps maintain accurate and complete records.
- Collects various operational, process, discharge, and environmental information for use in classification, permitting, and enforcement actions.
- Participates in inspection of buffer lands and associated corrective actions.
- Provides assistance with and participates in various departmental activities; attends meetings and presents information related to watershed management issues.
- Prepares Letters of Violation and other enforcement-related correspondence, as directed by the Watershed and Rights-of-Way Manager.
- Coordinates reviews of engineering reports, plans, specifications, planting plans, etc., by the Engineering Department for potential new and existing customers applying for permits and/or existing customers requesting approval to alter permits.

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- Receives, reviews, prepares, and processes various forms and documents as directed by the Watershed and Rights-of-Way Manager.
- Interacts and communicates with various groups and individuals, including senior management, department managers, supervisors, federal regulators, state regulators, state engineers, SJWD legal counsel, vendors, consultants, contractors, etc.
- Operates a variety of machinery and related equipment, including a computer, samplers, oxygen meter, spectrophotometer, boats, GPS equipment, camera, turbidimeter, etc.
- Performs other related duties as required.

### Essential Duties Breakdown

- Promotes SJWD's Mission, Vision, and Values
- Ability to tolerate changes in outside temperatures in winter and summer seasons
- Ability to tolerate dust, pollen, wind, and rain conditions
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work
- Ability to multi-task and manage time to meet deadlines
- Ability to walk on uneven or steep ground

### Core Competencies

- Knowledge of watershed management, water quality protection, and environmental practices.
- Knowledge of environmental regulations, permitting requirements, and compliance procedures.
- Ability to conduct field inspections and accurately document findings.
- Strong attention to detail, accuracy, and recordkeeping.
- Ability to collect, organize, maintain, and interpret environmental and operational data.
- Strong organization, time management, and prioritization skills.
- Effective written and verbal communication skills, including the ability to communicate with customers, contractors, regulatory agencies, and the public.
- Ability to identify compliance concerns and assist with appropriate corrective and enforcement actions.
- Ability to safely and effectively use field equipment, GPS technology, and related monitoring equipment.
- Ability to work independently in field environments and collaboratively with internal departments and external stakeholders.
- Sound judgment and problem-solving skills within established District policies and procedures.
- Commitment to teamwork, professionalism, environmental stewardship, and SJWD's Mission, Vision, and Values.

### Essential Skills and Experience

- Bachelor's degree in chemistry, Biology, Environmental Science, or a related field.
- Minimum of three (3) years of experience in watershed management or a related environmental field.
- Must possess and maintain a valid driver's license.
- Must obtain American Red Cross Adult and Pediatric First Aid/CPR/AED certification within six (6) months of employment.
- Must obtain an FAA Part 107 Remote Pilot Certificate (sUAS) within six (6) months of employment.

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### Beneficial Skills and Experience

- Ability to multitask and monitor several projects daily
- Ability to work independently or in a team
- Ability to speak and write fluently in English
- Ability to work well under pressure and manage time effectively



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| Physical Demands and Working Conditions - ADA Guidelines |     |         |          |          |           |
|----------------------------------------------------------|-----|---------|----------|----------|-----------|
| Posture Requirements                                     | N/A | 5 – 25% | 26 – 50% | 51 – 75% | 76 – 100% |
| Balancing                                                |     |         |          |          | X         |
| Bending                                                  |     |         |          |          | X         |
| Climbing                                                 |     |         |          | X        |           |
| Crawling                                                 |     | X       |          |          |           |
| Crouching                                                |     |         |          |          | X         |
| Driving                                                  |     |         |          | X        | X         |
| Kneeling                                                 |     |         |          |          | X         |
| Reaching                                                 |     |         |          |          | X         |
| Sitting                                                  |     |         |          | X        |           |
| Standing                                                 |     |         |          |          | X         |
| Twisting                                                 |     |         |          |          | X         |
| Walking                                                  |     |         |          |          | X         |
| Environmental Conditions                                 | N/A | 5 – 25% | 26 – 50% | 51 – 75% | 76 – 100% |
| Cramped Area                                             |     |         |          | X        |           |
| Dust                                                     |     |         |          | X        |           |
| Fumes/Odors                                              |     |         |          | X        |           |
| Hot/Cold Temperatures                                    |     |         |          | X        |           |
| Inside/Outside                                           |     |         |          | X        |           |
| Noise                                                    |     |         |          | X        |           |
| Concrete Floor                                           |     |         |          | X        |           |
| Vibration                                                |     |         |          | X        |           |
| Teamwork                                                 |     |         |          |          | X         |
| Stress                                                   |     |         |          | X        |           |
| Oral Communication                                       |     |         |          | X        |           |
| Written Communication                                    |     |         |          | X        |           |
| Reading                                                  |     |         |          | X        |           |
| Dexterity Requirements                                   | N/A | 5 – 25% | 26 – 50% | 51 – 75% | 76 – 100% |
| Coordination                                             |     |         |          | X        |           |
| Foot Pedals                                              |     |         |          | X        |           |
| Picking                                                  |     |         | X        |          |           |
| Handling                                                 |     |         | X        |          |           |
| Wrist Motion                                             |     |         | X        |          |           |
| Lifting Heights                                          |     |         | X        |          |           |
| Lifting Requirements                                     |     |         |          |          |           |
| 10 pounds or less                                        |     | X       |          |          |           |
| 11 to 20 pounds                                          |     | X       |          |          |           |
| 21 to 50 pounds                                          | X   |         |          |          |           |
| 51 to 100 pounds                                         | X   |         |          |          |           |
| > 100 pounds                                             | X   |         |          |          |           |
| Pushing/Pulling Requirements                             |     |         |          |          |           |
| 12 pounds or less                                        |     | X       |          |          |           |
| 13 to 25 pounds                                          |     | X       |          |          |           |
| 26 to 40 pounds                                          | X   |         |          |          |           |
| 41 to 100 pounds                                         | X   |         |          |          |           |

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|--------------|---|--|--|--|--|
| > 100 pounds | X |  |  |  |  |
|--------------|---|--|--|--|--|

| Definitions |                                                         |
|-------------|---------------------------------------------------------|
| N/A         | Activity is not applicable to this occupation           |
| 5 – 25%     | Occupation requires this activity 5 – 25% of the time   |
| 26 – 50%    | Occupation requires this activity 26 – 50% of the time  |
| 51 – 75%    | Occupation requires this activity 51 – 75% of the time  |
| 76 – 100%   | Occupation requires this activity 76 – 100% of the time |

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

|                                |                             |                      |
|--------------------------------|-----------------------------|----------------------|
| _____<br>Employee Name Printed | _____<br>Employee Signature | _____<br>Date Signed |
|--------------------------------|-----------------------------|----------------------|

|                                          |                                       |                      |
|------------------------------------------|---------------------------------------|----------------------|
| _____<br>Manager/Supervisor Name Printed | _____<br>Manager/Supervisor Signature | _____<br>Date Signed |
|------------------------------------------|---------------------------------------|----------------------|