

POSITION DESCRIPTION
Guadalupe-Blanco River Authority

POSITION TITLE: WATER TENDER - CANAL SYSTEM

I. ORGANIZATION

Division: Calhoun Canal Division Revised: 04/10/18

System: N/A Salary Category: Non-Exempt Grade: 4

II. REPORTING RELATIONSHIPS

Immediate Supervisor: Chief Water Tender

Next Higher Supervisor: Division Manager – Calhoun/Refugio Counties

III. JOB SUMMARY (Including number of personnel supervised, if applicable)

The Water Tender is responsible for operating the canal system to provide water to agricultural, industrial and municipal customers.

IV. TYPICAL DUTIES (May include, but not limited to the following:)

- A. Distributing the raw water fairly and equitably to agricultural, industrial and municipal customers through the operation of water control structures.
- B. Coordinating with the Dow pump station and the GBRA diversion system tender for the pumping of an adequate amount of water, contingent on availability, to meet the total demand of all customers.
- C. Keeping accurate and complete records of all water reports and requests.
- D. Reporting needed water gate installations to the Chief Water Tender, and assisting in installations. Assigning and recording water gate numbers.
- E. Checking the canals and laterals for leaks or erosion and reporting same.
- F. Checking for water quality problems in the canal system, especially in the Main Canal when delivering water to the Water Treatment Plant. Having a working knowledge of water sampling and analysis.
- G. Maintaining and fostering an effective day-to-day working relationship with rice farmers and other customers.
- H. Maintaining the following equipment and structures:
 - 1. Oil or grease for screw gate stems.
 - 2. Housekeeping at checks and water gates to provide safe working conditions.

3. Assisting in the upkeep of trucks, tractors and small equipment.
 4. Keeping the shop building clean and organized.
 5. Storing hand and power tools and pesticides.
 6. Fences and gates.
 7. Performing operator maintenance on vehicles.
- I. Mowing the canal and diversion systems and headquarters grounds as directed by the Chief Water Tender. Spraying brush and aquatic weeds with approved herbicides.
 - J. Assisting in the overall maintenance and capital improvements program for the Canal Division.
 - K. Notifying the Chief Water Tender of any existing or potential problems with regard to canal operations or maintenance.
 - L. Maintaining a working knowledge of the operation of the diversion system. Checking the system on the weekend during watering season and during times when the tides are high and the river is low.
 - M. Performing all work in a safe and thoughtful manner. Being familiar with and following the requirements of the GBRA Safety Manual. Notifying a supervisor immediately in case of an accident.
 - N. Maintaining the security of GBRA property.
 - O. Being prepared to perform "on-call" duties as required. Participating in all preparations for emergency operations.
 - P. Developing a working knowledge of the Authority's policies as they pertain to Canal Division operations.
 - Q. Performing other duties as assigned.

V. REQUIREMENTS OF THE POSITION

Education:

High School diploma or GED.

Completion of "Basic Water Works" and "Excavation Safety" as offered by the Texas Engineering Extension Service

Registrations and Licenses:

1. Texas CDL Driver's License
2. Acceptable M.V.R. (motor vehicle record)

Experience:

None

Special Requirements:

1. Must be physically fit and able to work with a minimum of supervision. Must be able to swim.
2. Cross train with and be able to perform all duties of the Diversion System Water Tender as required.

VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED

Varied. The work is physically demanding in an environment that is almost always outdoors. The terrain is brushy and marshy and can be hostile with exposure to such typical natural hazards as snakes, alligators, wasps, bumblebees and poison ivy. Works with or is exposed to hazardous chemicals used in the treatment of water. Must be prepared to be out and about in all types of weather. Shift work and late hours are often required. The use of annual leave during the watering season is normally restricted to a minimum.

About 70 miles per day during summer, much less other times. Overnight trips are rare.

Hand and power tools, survey equipment, work boats, light trucks and mowers.

VII. ESSENTIAL JOB FUNCTIONS

- A. Operate a motor vehicle with standard or automatic transmission continuously during water season. Operate small to medium size truck with trailer, 70 horsepower tractor and mower, and all-terrain vehicle.
- B. Read and write English.
- C. Walk up to three miles in rough terrain.
- D. Possess dexterity to operate a calculator and motor control switches and water testing instrument.
- E. Understand and use arithmetic functions and the use of basic formulas.
- F. Communicate effectively with supervisor and peers to provide and obtain needed information and instructions.
- G. Exercise tact and diplomacy in dealing with rice farmers and industry representatives.
- H. Work alone and unsupervised most of the time during water season.
- I. Climb ladders of 20 feet.
- J. Respond quickly to water supply emergencies, such as washouts, low levels, or run overs.
- K. Wear personal protective equipment for several hours.
- L. Work up to 80 hours per week on occasion.
- M. Work in inclement weather to shut off water.
- N. Lift 50 pounds to chest level. Balance body while pulling boards out of water against pressure.

- O. Respond to audible and visual alarms.
- P. Work in confined spaces.
- Q. Read fine print such as found on material safety data sheets.
- R. Possess dexterity and learned skills to operate common hand and power tools.
- S. Communicate effectively with supervisor and peers to provide and obtain needed information and instruction.
- T. Perform basic first aid and CPR.