

TABER IRRIGATION DISTRICT

JOB DESCRIPTION

Position: Water Supervisor (Ditchrider)

Department: Operations & Maintenance

Supervisor: District Superintendent

Revision Date: February 1, 2019

Overall Position Responsibilities

The ditchrider is responsible for the operation and maintenance of irrigation infrastructure within their designated area and to keep accurate and timely records of water orders and related information.

Supervision, Reporting and Communication

Direction is provided by and reporting made to the District Superintendent. The ditchrider is to be available to receive and respond to requests and reports of water users within their designated area during defined or negotiated hours during the irrigation season. Collaborative, respectful and timely communication with the other members of the operations and maintenance department and with all other departments is mandatory.

Specific Duties and Responsibilities

- Preparing for irrigation season (outside irrigation season)
 - Inspect all gates, valves, structures for damage
 - Supervise and work with temporary seasonal staff to clear debris, and conduct remaining maintenance items
 - Flush, fill and check/prime all irrigation infrastructure during startup following approved procedures
 - Arrange for any repairs to leaking systems
- Receiving water orders, ordering and delivering water (during irrigation season)
 - Receive and track water orders from water users by approved communication methods during defined or negotiated hours
 - Order water from upstream system operator (other TID ditchrider and/or SMRID)
 - Measure and adjust gates and controls to deliver required downstream demand
 - Keep records of flows, levels, delivery volumes and locations
 - Enforce irrigation allocations and report unauthorized use of water or irrigation works
 - Manage designated area and be available outside of defined or negotiated hours for emergencies or other special circumstances
- Monitoring irrigation infrastructure for safe and reliable operation (during irrigation season)
 - Regularly observe and inspect irrigation infrastructure
 - Identify and report any deficiencies or damage
 - Arrange for repairs in consultation with District Superintendent

- Shut down of irrigation season (outside irrigation season)
 - Drain all irrigation infrastructure using approved procedures
 - Arrange for clearing of any blockages
 - Pump out all structures requiring pumped drainage
- Off-season maintenance (outside irrigation season)
 - Work any location within the district as needed to complete maintenance and rehabilitation
 - Complete any construction activities, shop work, welding, cleaning, painting, installation, demolition, hauling, etc. as requested and as suitably trained
 - Participate in any training or inspection activities and complete required paperwork
- Perform related duties as assigned

Skills and Qualifications

The ditchrider requires and must maintain a valid driver's license. Must be able to maintain accurate and timely records of written information and calculations. Must be able to communicate effectively with water users. A service-minded approach and experience/understanding of farm operations is an asset. Must be able to understand measurement, adjustment and calculation of water flows and levels.

Physical Demands and Working Environment

The ditchrider must be able to safely drive long hours on highways, gravel roads, canal banks, prairie trails and construction sites. Must be an effective communicator with both staff and water users. Must be responsible, self-motivated and comfortable working remotely and independently. Must be physically able to efficiently climb up and down canal banks, operate control gates, lift/push/pull/twist/hold/carry heavy valves, check boards, tools or other equipment, walk ditch banks and clear trash racks of heavy and/or matted debris.

Hours of Work

The hours of work are flexible during the irrigation season (typically May 10 – Oct 10), and based on the schedule established by the ditchrider, in consultation with the District Superintendent, for managing the efficient operation of their designated area. Training will be provided to assist in establishing an effective schedule of activities. Water runs 24 hours per day, 7 days per week, requiring on-call availability. Water orders are not received or delivered on Sundays, but the ditchrider may be required to respond to emergency or abnormal situations at any time during the irrigation season. During start-up, shut-down and the off-season, hours are generally from 7:30 a.m. to 4:00 p.m. Monday to Friday with an unpaid lunch break of one half hour, to be taken between 12:00 p.m. and 1:00 p.m. Vacation and overtime is taken in the winter, with return to work April 1st. Up to one week of vacation is eligible to be taken during the irrigation season, to be scheduled and approved by the District Superintendent.

Probationary Period

The position requires a probationary period of six months.