

MOJAVE WATER AGENCY
Job Description

Job Title: Water Resources Hydrogeologist
FLSA Status: Exempt
Range: 39
Prepared By: Koff & Associates
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SUMMARY

Under general supervision of the Principal Water Resources Hydrogeologist, performs a variety of professional and analytical duties supporting water resources management; conducts geologic and hydrogeologic studies of groundwater and environmental issues; assists in the development of data management systems; develops resource allocation plans; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Water Resources Hydrogeologist. May exercise technical and functional direction over and provide training to lower-level staff on assigned projects.

CLASS CHARACTERISTICS

This is the journey-level classification in the Water Resources Hydrogeologist series. Positions at this level perform the full range of professional geology and hydrogeology duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. This classification is distinguished from the Senior Water Resources Hydrogeologist in that the latter performs the most complex and difficult geology and hydrogeology duties, including managing assigned projects and providing technical oversight for geological and hydrogeological studies.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Performs professional and analytical duties for assigned hydrogeology activities and operations.
- Conducts research and environmental studies; compiles and analyzes hydrologic and climate data; prepares a variety of geologic and hydrogeologic reports to provide a comprehensive understanding of groundwater basin characteristics; recommends further research or action.
- Provides expertise relating to geologic and hydrogeologic matters affecting the Agency; represents the Agency and provides input at various meetings (e.g., environmental, water resources, public agencies and local water purveyors); and prepares cross sections, maps, complex charts and graphs, and technical reports.

- Reviews, develops, and implements the Agency's standard operating procedures relating to research and data management to promote use of good scientific methods by establishing processes and preparing technical manuals, memoranda, and other related information.
- Collects or supervises collection of samples for analysis of chemical composition; instructs and trains technical staff on proper field techniques and data interpretation.
- Assists in the preparation of grant packages.
- Assists in providing training and technical and functional direction on assigned projects.
- Stays abreast of new trends and innovations in the field of hydrogeology; attends and participates in professional group meetings.
- Performs related duties and responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices specific to the professional practice of geology and hydrogeology; including geologic logging and sampling methods, environmental regulations and principles, and land planning and development.
- Principles and practices routine to conducting aquifer tests, and the design and construction of surface water and groundwater supply projects.
- Various federal, state, and local regulatory agency requirements and guidelines pertaining to geology and hydrogeology.
- Mathematical concepts.
- Various methods and techniques to reach mutually agreeable solutions and outcomes.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions as well as program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Operate geological and hydrogeological equipment, including but not limited to, global positioning system (GPS), water quality measuring devices, various field geological equipment, water sampling devices, well sounder, and drilling equipment and drilling techniques.
- Perform professional and analytical work involving the use of independent judgment and personal initiative.

- Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, calculus, and trigonometry; and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions; and interpret a variety of technical instructions in written, mathematical, or diagram form and deal with abstract and concrete variables.
- Read, analyze, and interpret a variety of documents such as aquifer test results, geologic cross sections, business periodicals, professional journals, technical procedures and governmental regulations.
- Write reports, business correspondence, and procedure manuals.
- Gain cooperation through discussion and persuasion.
- Establish, maintain, and foster effective team spirit and collaboration between departments and employees.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to geology and hydrogeology programs and functions.
- Actively listen and discern common interests to reach mutually agreeable solutions and outcomes.
- Work in a fast-paced, professional office environment and balance multiple studies and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively present information and respond to questions from MWA's employees including the general public, other water agencies, MWA's Board of Directors, and regulatory agencies.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including member agencies, city and other government officials, community groups, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.
- Perform work in accordance with specific safety procedures to minimize potential for injury.

Education and Experience:

Bachelor's degree in Geology, Hydrogeology, Civil Engineering, Environmental Engineering, Environmental Studies, Geography, or other related field, and two (2) years of professional water resources related experience. A Graduate degree in one of the cited fields above is preferred.

Licenses and Certifications:

- Valid California Class C Driver's License and current automobile insurance.
- Licensed Professional Geologist or Licensed Professional Engineer, State of California (desired).
- Certified Hydrogeologist, State of California (desired).

PHYSICAL DEMANDS

The following physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, hear, use hands to finger, handle or feel, move around office and drive a standard passenger and 4-wheel drive vehicle. The employee is occasionally required to stoop or bend, lift items up to 60 pounds and work outside and in cramped spaces underground. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. The employee is occasionally exposed to outside weather conditions, dust, dirt, fumes, odors, vibrations, poor lighting, and hazardous or toxic chemicals. The noise level can range from moderate to loud.