

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: April 14, 2018

JOB TITLE: Water Rights Manager

REPORTS TO: Central Utah Project Manager

STATUS: Exempt-Professional

SUMMARY:

This position is responsible for providing engineering services, utilizing advanced training, experience, and independent judgment to enable the District to most effectively and reliably meet District engineering commitments and goals, especially with respect to District water rights.

ESSENTIAL FUNCTIONS:

1. Assists in conducting and performing investigations and/or studies to determine District water rights. In consultation with District Engineering, O&M and CUPCA, prepares project estimates and staff recommendations for priority of various projects.
2. Manages all water rights owned by the District. Works closely with the Division of Water Rights staff in obtaining and maintaining the necessary approvals to put the water represented by these water rights to use in way that meets the objectives of the District. Tracks the status of each water right owned by the District and maintains each water right in good standing by filing the appropriate, extensions, non-use applications, change applications, and proofs as required.
3. Works closely with the Department of the Interior and Bureau of Reclamation to manage the water rights for the Central Utah Project. Coordinates with other water users on issues of mutual concern.
4. Monitors applications, extensions, and proofs filed by other water users within the water basins of the District and files the appropriate responses with the Division of Water Rights to best protect the water rights for the Central Utah Project and for those held by the District. Files the appropriate annual reports and requests with the Division of Water Rights.
5. Manages and assists in a variety of engineering and construction activities with assistance of outside consultants or District staff, by developing schedules for projects, attending project status meetings, conducting technical consultations with outside consultants and District staff. Performs and prepares planning, design and construction management documents for water resource engineering projects.
6. Supervises and issues project assignments to District Staff. Assists in procurement and preparation of professional services contracts.

Coordinates, reviews, and recommends project progress payments.

7. Performs and prepares or reviews design calculations, drawings, and contract documents for engineering projects. Recommends procurement of equipment needed for engineering tasks.
8. Coordinates issues and permits with affected owners, federal, state, and local regulatory agencies.
9. Manages water shares in Mutual Irrigation Companies owned by the District. Coordinates with these companies to obtain and maintain the necessary approvals and coordination for the water represented by the shares owned by the District to be put to use in a way that meets the objectives of the District. Assists the District Financial Department in paying all assessments in a timely manner.
10. Manages the water right and water shares acquisitions of the District. Prepares and executes in consultation with District Contract Administrator and District Legal counsel, purchase agreements for the acquisition of water rights and water shares. Works with District staff to determine the future water needs of the District and develops plans and strategies to meet those demands.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS

Ability to meet with consultants to verify proper progress of contract items and provide direction on contract items.

Ability to travel to various work sites and inspect construction in progress on various District facilities and/or projects.

Ability to study various engineering plans and documents, compare to previous similar plans, and review for correction and approval.

Ability to travel to and examine existing District facilities; to review construction plans, specifications and operating procedures.

Ability to monitor on-going agreements with State and Federal agencies.

Ability to design various engineering features and prepare plans and specifications for construction.

Ability to use/operate pen, pencil, PC computer, spreadsheet and word processing software (Microsoft Excel and Microsoft Word).

Ability to drive a vehicle to various work sites.

Ability to be subject to outside environmental conditions: No effective protection from weather; subject to extreme heat (temperatures above 100 degrees for periods of more than one hour); subject to extreme cold (temperatures below 32 degrees for periods of more than one hour).

Ability to be subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Ability to be subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working in high places, inside pipes and tunnels, on or near bodies of water (dams, reservoirs, etc.)

Ability to be subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

Ability to be subject to vibration: Exposure to oscillating movements of the extremities or whole body.

Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or other form. Deal with several abstract and concrete variables.

Ability to read technical periodicals, journals, manuals, dictionaries, etc.

Ability to prepare business letters, proposals, summaries, and reports; using prescribed format and conforming to all rules of pronunciation, grammar, diction, and style; using all parts of speech.

Ability to communicate at interagency meetings and to make presentations with poise and control.

Ability to work at a Senior Practitioner/Limited Supervision level: Performs assignments of an especially complex nature or gives technical guidance to practitioners in the area of expertise with slight supervision.

Ability to adapt to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint; to use creativity, self-expression, or imagination.

Ability to influence people in their opinions, attitudes, or judgments about ideas of things; to motivate, convince, or negotiate.

Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, or meeting setting.

Ability to supervise the work of staff and/or consultants.

Ability to adapt to situations requiring the precise attainment of set limits, tolerances, or standards; to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of

others.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure involving significant differences in technologies, techniques, procedures, environmental factors, physical demands, or work situations.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to receive guidance and supervision; follow work rules, safety practices, work procedures; meet deadlines, punctuality and attendance standards, etc.

Ability to systematically identify and define problems, evaluate alternatives, and implement cost effective solutions.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

Bachelors degree in Civil Engineering or field related to job tasks or an equivalent combination of education, experience and licensure. Valid Utah Driver's License required.