

**LLANO ESTACADO UNDERGROUND WATER  
CONSERVATION DISTRICT  
JOB DESCRIPTION**

**POSITION:** *Field Technician*

**IMMEDIATE SUPERVISOR:** *District Manager*

**EMPLOYMENT DATE:**

**HOURS REQUIRED:** *Full Time - 40 hours weekly (Monday – Friday, 8:00 – 5:00)*

**DESCRIPTION:**

This position works closely with permitting to ensure proper permitting and documentation of groundwater/surface water use as well as verifying water well meter conditions and inspection of water wells.

The employee will be required to become completely knowledgeable of the Rules of the District and of their application to all affected parties who might contact the District office with questions or problems related to wells.

Employee shall also perform such further duties as are incidental or implied from the foregoing, consistent with the background, training and qualifications of Employee or may be reasonably delegated as being in the best interests of the District. The Employee shall devote full time to employment and expend best efforts on behalf of District. Employee further agrees to abide by all reasonable District policies and decisions now or hereinafter existing.

**MINIMUM QUALIFICATIONS**

- Graduation from accredited high school required; college-level coursework preferred
- Working knowledge of Microsoft Office software including Word, Excel, Access are required
- Ability to read legal description maps and locate specific legal descriptions on the map and in the field.
- Must have personable nature and ability to work under pressure and deadlines
- Strong communications skills required, both written and verbal
- Should possess above-average organizational skills and abilities
- Valid drivers' license
- Ability to lift 50 pounds

Send resume and salary history to General Manager, Llano Estacado UWCD 200 S.E. Ave C, Seminole, TX 79360, FAX (432) 758-1127 or email to leuwcdlb@mywdo.com

**Principal Duties**

**Permits:**

- Check permits to verify they are completed in compliance with Llano Estacado Underground Water Conservation District rules governing water wells.

- Check water wells that are temporarily capped or permanently abandoned to verify the wells are capped in accordance with State law and Rules of the Llano Estacado Water District. Also check wells to ensure the soil has not eroded around the pump base.
- Check water wells to ensure they are drilled within thirty (30) ft. of the location specified on the water well permit.
- Check wells to ensure the wells are equipped with the correct size pump or a smaller size pump.
- Locate and record GPS readings for water well sites to be placed on a computer generated map.
- Measure distance for a proposed water well site from the nearest property line and other wells.

**Open holes and Cave ins:**

- Locate and investigate open wells or wells that are deteriorating.
- Send an appropriate letter to the landowner regarding the open hole or cave in.
- Follow up the letter by revisiting the site to ensure the open hole or cave in was repaired or closed according to State law and rules of the Llano Estacado Water District.

**Additional Duties as Requested:**

- Attend meetings as requested.
- Operate personal computer programs.
- Prepare reports as instructed by group director or Manager.
- Assist with other areas of the water district programs as assigned by the group director or manager.
- Water decline levels.
- Inventory of center pivots.
- Reading rain gauges / flow meters.
- Maintenance of equipment belonging to the district.
- Collect water samples and test water samples