



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

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**Unclassified Position Announcement
Water Commissioner (Well Supervisor)**

July 31, 2017

WELL SUPERVISOR

The Department of Conservation and Natural Resources, Division of Water Resources, Carson City, Nevada is seeking qualified applicants for the position of Well Supervisor for the Well Drilling Regulation and Adjudications Section of the Nevada Division of Water Resources. In order to receive consideration, applicants must indicate their availability to work in this geographical location and must possess a valid Nevada driver license.

Recruitment: This is an open-competitive recruitment, open to all qualified persons. This position is an unclassified, full-time position within Nevada State Government.

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement: \$39,191.76- \$55,833.12

Employer Paid Retirement: \$34,368.48- \$57,503.52

Recruitment Dates: Applications will be accepted until recruitment need is satisfied.

Qualified individuals are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

The Position: This position assists in the regulation of well drillers through review and approval/rejection of Notice of Intent Cards, Well Driller Reports, Affidavits of Intent to Abandon, and drilling related Waiver letters. Other duties include conducting well driller site inspections, assisting the public and office staff with well drilling and water rights information, map table review, data entry and various office duties as assigned. Additional duties may include field data collection, analysis and database entry and performing groundwater level measurements and stream-flow measurements in various hydrographic basins. Applicants must be able to perform field investigations concerning various water rights and water well related issues as assigned. This position will have some daily and overnight travel.

Skills Required: Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other well supervisors, engineers, and staff from other sections within the Division. Must be able to compile and summarize data collected in the field and verify GPS coordinates and survey locations using a variety of software including, but not limited to, Microsoft Word, Excel, Access, Outlook, and various mapping software such as All-Topo, Google Earth and other GPS software. Must possess skill in effective written and verbal communication; required skills also include planning, prioritizing, and executing tasks in a timely manner with minimal supervision. Applicants must be highly professional, well-organized, self-motivated and enthusiastic. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. Must have a good driving record and be available for travel (up to 50% of the time) as required.

To Qualify: The applicant must have an equivalent combination of education and experience which demonstrates possession of the entry-level knowledge, skills and abilities necessary for the above-described position. Graduation from high school or equivalent (GED) education is required. A Bachelor's degree from an accredited college or university with major course work in engineering, hydrology, mathematics or closely related field is preferred, but not required.

Special Notes:

- 1) **Candidates are required to possess and maintain, as a condition of employment, a valid Nevada driver's license.**
- 2) **"In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website."**

Submit Cover Letter and Resume/Direct Inquiries To:

Tim Wilson, P.E.

Manager II, Well Drill Regulation and Adjudications

E-mail: twilson@water.nv.gov