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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES

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<http://water.nv.gov>

Non-classified Position Announcement
Well Supervisor (Water Commissioner)

The Nevada Department of Conservation and Natural Resources, Division of Water Resources, Carson City, Nevada is seeking qualified applicants for the position of Well Supervisor (Water Commissioner) for the Well Drilling Regulation and Adjudications Section of the Nevada Division of Water Resources.

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement: \$37,291.68 - \$54,747.36

Employer Paid Retirement: \$32,718.96 - \$48,024.00

The position is eligible for State of Nevada Public Employees' Benefits Program (PEBP) and contributes to the Public Employees' Retirement System (PERS).

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 regulation Waivers. 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. The position is responsible for field data collection associated with the Division's groundwater inventories and performs groundwater level measurements, stream-flow measurements and field investigations. 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. 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 and various mapping software such as All-Topo, Google Earth and other GPS software. Knowledge of Autocad and Arc GIS or other related computer mapping programs will be beneficial. Must possess skill in effective written and verbal communication; required skills also include planning, prioritizing, and executing tasks in a timely manner. Must be highly professional, well-organized, self-motivated and enthusiastic. Additional job-related duties may require the candidate to have or develop additional specific job-related knowledge and skills, as needed. Must have a good driving record and be available for travel (up to 50% of the time) as required.

Resumes Will Be Accepted Until: Recruitment need is satisfied.

Qualified individuals are encouraged to apply immediately as 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.

Minimum Qualifications:

- I. Must possess the following basic knowledge, skills and abilities:

Perform college level math; ensure adherence to safe work practices and procedures; safely operate a vehicle; navigate to remote areas or a designated route using a map; follow oral and written instructions; customer service skills; modern office procedures, methods and equipment; work independently; maintain effective working relationships and work cooperatively with others; communicate clearly and concisely both orally and in writing; must be able to walk over varied terrain for distances of up to 3.0 miles carrying equipment weighing up to 40 pounds; **AND**

- II. Associates degree from an accredited college, university or technical school with major course work in engineering, engineering technology, geographic information systems (GIS), math, physical sciences, or related field and a minimum of two years technical engineering experience; **OR**

- III. Bachelor's degree from an accredited college or university with major course work in engineering, hydrology, mathematics or closely related field.

Special Notes: 1) Candidates are required to possess and maintain, as a condition of employment, a valid Nevada driver's license.

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