



Nevada Division of  
**WATER RESOURCES**

STATE OF NEVADA  
Department of Conservation and Natural Resources  
Joe Lombardo, Governor  
James A. Settelmeyer, Director  
Adam Sullivan, P.E., State Engineer

NON-CLASSIFIED POSITION ANNOUNCEMENT  
Well Supervisor (Water Commissioner)  
October 4, 2023

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Well Supervisor (Water Commissioner) for the *Southern Nevada Branch Office*. This is a non-classified, full-time position within the Division of Water Resources in **Las Vegas, Nevada**.

**The Position:** The Well Supervisor/Water Commissioner is responsible for reviewing, processing, and approval or denial of Notice of Intent Cards, as well as reviewing all waiver requests, waiver extensions and issuing approval or denial in writing. The Well Supervisor/Water Commissioner will be responsible for inspecting and verifying well drilling locations in southern Nevada as directed by the supervisor, conducting site inspections of well drillers in southern Nevada and review of submitted well logs for accuracy. The position will also play a significant role as the State Engineer's Representative to the Well Driller's Advisory Board, as well as administering examinations for well driller licensing and conducting Continuing Education classes. The Well Supervisor/Water Commissioner will be required to assist with groundwater pumpage inventory reports with overnight travel required. Additionally, this position will be required to provide public assistance to walk-in visitors, phone calls, perform field investigations, and perform other duties as assigned by the supervisor.

**Approximate Annual Salary (DOE):**

Employee/Employer Paid Retirement: \$53,390.16 - \$78,884.64

Employer Paid Retirement: \$45,727.20 - \$67,567.68

The position is eligible for the State of Nevada Public Employees Benefit Program (PEBP).

**Resumes Will Be Accepted Until: October 20, 2023**

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. High school graduation or equivalent (GED).
- II. Must possess the following basic knowledge, skills and abilities:  
well drilling regulations, drilling methods, well components; maintain records used in the course of work; attention to detail; ensure adherence to safe work practices and procedures; safely operate a vehicle; follow oral and written instructions; customer service skills; modern office procedures, methods, and equipment; work independently in the absence of supervision; maintain effective working relationships and work cooperatively with others; communicate clearly and concisely, both orally and in writing.
- III. Must possess and maintain a valid Nevada driver's license.
- IV. One year of public contact experience is desirable.

**Training and Experience:** *RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED AND SCORED. IT IS VERY IMPORTANT TO PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE CLEAR, CONCISE AND LEGIBLE RESPONSES.*

1. Describe your experience with well drilling regulations (Nevada Administrative Code, Chapter 534), drilling methods, and well components.
2. Describe your experience with Microsoft Office programs (Word, Excel, etc.).
3. Describe your experience writing technical reports and/or field investigation reports.
4. Describe your basic surveying or map reading skills and your familiarity with Southern Nevada.

**To Apply: \*Please indicate how you heard of this position. Submit cover letter and Resume to:**

Nevada Division of Water Resources  
400 Shadow Lane, Suite 201  
Las Vegas, NV 89106  
Email: [snbolv@water.nv.gov](mailto:snbolv@water.nv.gov)