

MOAB IRRIGATION DISTRICT #20

ASSISTANT MANAGER

JOB DESCRIPTION

REPORTS TO: MOAB IRRIGATION DISTRICT MANAGER

DATE: NOVEMBER 2025

SALARIED/EXEMPT

ABOUT US:

The purpose and responsibility of Moab Irrigation District #20 (MID) on behalf of the customers within District boundaries is encompassed by the District's Objectives:

- A. Moab Irrigation Dist. #20 (District). A Group A Public Water System will comply with all Federal and State drinking water regulatory requirements. The District will provide drinking and irrigation water in a reliable manner. in a quantity suitable for intended use to District water users. The District will utilize good management practices and certified personnel and will deliver water in an efficient manner at the lowest possible cost to District water users,
- B. The District shall promote the wise and efficient use of all available water, realizing that water is one of the most important commodities we have.
- C. The District must be continually alert to the technical advances and changes, an operation and maintenance procedures and incorporate them whenever practical.
- D. The District shall maintain a sound, fiscal policy with reserves available for unforeseen emergencies.

REPORTING STRUCTURE:

The MID Board of Directors is the legislative and executive body of MID, pursuant to RCW Chapters 87.03 and all other applicable statutes and laws. The powers of the District are exercised by and through the five-member Board of Directors.

The Board of Directors (Board) is elected by the MID electors to fulfill the MID objective. The Board is the highest level of authority within the MID. The Board hires a District Manager to implement Board policies and direction and to manage the daily tasks of the District. The Assistant Manager reports to the District Manager.

JOB SUMMARY:

The Assistant Manager supports the District Manager in overseeing all operations of the Irrigation District, including water delivery, maintenance, customer service, and administrative functions. This position bridges the gap between field operations and office administration, ensuring that water is efficiently managed, infrastructure is well maintained, financial duties are completed in a timely manner, and records are accurate and up to date. The Assistant Manager acts as second-in-command and may assume management responsibilities in the District Manager's absence.

ESSENTIAL JOB FUNCTIONS:

Field Operations (Approx. 50%)

- A. Supervise and assist with the operation and maintenance of water treatment, storage, and distribution systems and conservation practices.
- B. Inspect pumps, valves, and other infrastructure for leaks, blockages, or maintenance needs.
- C. Operate and maintain district vehicles, equipment, and tools.
- D. Supervise field crews and coordinate maintenance, repair, and implementation of capital improvement projects.
- E. Monitor flow rates, water quality, and system efficiency; adjust as needed.
- F. Respond to emergency calls for water line breaks, flooding, or equipment failure.
- G. Ensure compliance with environmental, safety, and regulatory standards in the field.

Office & Administrative Duties (Approx. 50%)

- A. Assist with preparing budgets, reports, and financial statements for board and state review.
- B. Maintain accurate water delivery logs, billing records, and maintenance schedules.
- C. Support customer service operations including handling inquiries, water orders, and complaints.
- D. Prepare board meeting agendas, minutes, and correspondence as directed by the District Manager.
- E. Track and order inventory, supplies, and parts for both field and office operations.
- F. Assist with grant applications, regulatory filings, and special projects.
- G. Coordinate training, safety meetings, and staff development.
- H. Manage accounts receivable, accounts payable and payroll.

QUALIFICATIONS:

Education & Experience:

- 3 – 5 years of experience in water management, irrigation systems. or related field is preferred; equivalent experience may substitute.
- During the first year of employment, the successful candidate must obtain appropriate licenses required by DOH to operate a group A public water system.
 - Moab Irrigation District requires a WDM2 license.
 - CCS license.
- Valid driver's license.
- Able to provide 24-hour a day on call service to the district.

Knowledge, Skills & Abilities:

- Working knowledge of irrigation systems, hydraulics, and water measurement.
- Strong leadership, communication, and problem-solving skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook); Financial software experience a plus.
- Comfortable working outdoors in varying weather conditions and performing physical labor as needed.
- Knowledge of local water laws, district policies, and safety regulations.
- Strong organizational and time-management skills for balancing field and office duties.

COMPENSATION and BENEFITS:

This is a salaried and exempt position.

Competitive salary commensurate with experience

Comprehensive benefit plan

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to communicate with others via phone and in-person. The job may involve working on computers for several hours and looking at computer monitors. The position is required to work on equipment for the district, and this may involve lifting a minimum of seventy-five pounds, standing, bending, kneeling and other skills necessary to install and maintain equipment for the distribution of water. The position may frequently work outside and may be exposed to different weather conditions. The position is required to drive the Irrigation District's vehicle to conduct business.

TOOLS AND EQUIPMENT USED:

Office equipment including a telephone, computer, printer, copier, fax machine, and scanner. Software skills needed to perform daily duties include Excel, Word, financial system, and other software as needed. For the operation of the District's water system, this involves the standard equipment that you would encounter in the operation of pumps and other equipment used to distribute water.

WORK ENVIRONMENT:

- Must effectively split time between office and field environments.
- The employee work is either within a shared office setting, facilities that house the irrigation equipment or in the field where there is exposure to outdoor elements (heat, cold, dust, insects, etc.).
- The noise level is usually moderate, but occasionally loud in the office due to a large volume of phone calls or patron visits or loud in the facilities due to equipment running.
- Will be required to be on call every other weekend, evenings, or holidays to respond to emergencies.
- The work environmental characteristics described are representative of those an employee of an irrigation district encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PERFORMANCE REVIEW:

The District Manager will annually review the performance of the Assistant Manager.

APPROVALS:

APPROVED: _____ DATE: _____
Chair, Board of Directors

APPROVED: _____ DATE: _____
Vice Chair, Board of Directors

APPROVED: _____ DATE: _____
Secretary, Board of Directors

ACKNOWLEDGEMENT:

I acknowledge that I have received this copy of the Assistant Manager Job Description. This job description will be used as the foundation of my annual review. An executed copy of the job description will be stored in the employee's HR file.

EMPLOYEE SIGNATURE _____ DATE: _____

