

## **Ditch Rider Job Description**

### **Aztec Ditch Company**

**TYPE OF EMPLOYMENT:** Independent Contractor  
Temporary, Part-time

**DATES NEEDED:** 2019 Irrigation Season  
(approximately mid-April through October)

**SALARY:** \$750/bi-weekly (during irrigation season only)

#### **General Description:**

The Ditch Rider is considered a “lone worker” who reports to and assists the Aztec Ditch Company Commissioners in carrying out all responsibilities related to the delivery of water to the users of the Aztec Ditch.

General duties include, but are not limited to, conferring with water users, maintaining the irrigation ditch, managing temporary employees, and dealing with contractors, equipment operators, and government officials.

This position requires a variable time commitment for the months that the ditch is in operation, which is generally mid-April through October. The position may require up to thirty-nine (39) hours per week at the start of the irrigation season, but is generally around twenty-five (25) hours per week during the rest of the season. It is considered a part-time position. The Ditch Rider works as a contract employee, who is responsible for paying his own taxes.

#### **Responsibilities:**

- Make daily readings of the headgate to ensure compliance with State Engineer’s office and report to Commissioners;
- Drive and evaluate the ditch and check headgates as needed;
- Check for leaks, holes, and cracks in the ditch banks and contact Commissions about any problems;
- In conjunction with the Commissioners, check siphon screens daily and clean as needed;
- Monitor ditch right-of-way for trespass and unauthorized use. Inform the Board if associated problems arise that cannot be resolved independently;
- Post signs, put up cables and gates that close the right-of-way in the off season, if instructed by Commissioners to do so;
- Maintain contact with contractors and equipment operators;
- Assume responsibility for all ditch equipment and supplies;
- Make required phone calls, as needed, to Commissioners;
- Be familiar with all water rights, agencies, and persons pertaining to the ditch;
- Attend and report to the annual meeting, if requested by the Board;
- When contractors are working on the ditch or related structures, ensure that their work performance is monitored;
- Keep a daily record of work performed, including time associated with the work;
- Submit contractor or other invoices to the Treasurer for payment in a timely manner;
- Controls irrigation system to convey water to farms in assigned area, according to rights, or as instructed by the Commission, for irrigating fields crops.
- Contacts water users to define quantity of water needed and time duration of delivery.
- Operates gates, checks, turnouts, and wasteways to regulate waterflow

- Removes debris makes emergency repairs to banks, structures, gates, and canal roads. Notifies Commissioners of any repairs that need to be made.
- Fills holes; exterminates rodents.
- May supervise crew workers cleaning ditches, raising ditch banks, repairing concrete and wooden structures, erecting fences gates, and other maintenance work.
- Other duties as assigned.

**Qualifications:**

High school diploma or equivalent is preferred for this position.

Experience in irrigation water delivery, inspection, maintenance and repair of irrigation canals, ditches, flumes, and other related structures and conveyances is a plus, but not required.

Familiarity with water law as it pertains to irrigation is also a plus.

Demonstrated ability to interact comfortably and productively with the public, users, Commissioners, and related government officials.

Individual is expected to provide his or her own vehicle, and have a clean driving record.

Must provide proof that a minimum of vehicle liability insurance in affect.

Ability to safely use hand and power tools.

Must have his or her own cell phone with continuous, reliable service.

Ability to repeatedly lift and move objects weighing up to fifty pounds in arduous outdoor environments.

Must be able to stand, squat, bend and walk a minimum of ¼ mile without assistance.

Occasional entry into confined environments, (e.g. siphons, etc.) is required.

Must know how to contact pertinent public health and safety officials in the event of emergencies.

Must be available 24/7 during the irrigation season.

Must submit to random drug and/or alcohol testing if required by the Board.

**Safety:**

The Aztec Ditch Company is a drug and alcohol free workplace and does not allow drugs or alcohol while working on the Ditch property or during company time. To promote this goal, the Ditch Rider is required to report to work in an appropriate mental condition to perform his job in a satisfactory manner.

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**This job description is intended to give a general overview of the requirements, but is not all inclusive. The Commissioners reserve the right to amend this job description and duties from time to time by presenting a completed and amended copy to the Ditch Rider for review.**