

## TRUCKEE-CARSON IRRIGATION DISTRICT

### Job Description

**Job Title:** Assistant Scheduler  
**Department:** Water  
**Reports to:** Scheduler / District Water Master  
**Salary Level:** 5, 6, 7

### SUMMARY

This employee assists the Scheduler/ District Water Master with water order scheduling. This employee represents the District when contacting the water users, and reports to the Scheduler/District Water Master with recommendations concerning water delivery. This employee is responsible for contacting the water users the same day the water order is placed to confirm it has been received. This employee is responsible to assist scheduling each delivery and heads of water required. This employee must, from time to time, perform other special assignments and duties under the direction of the Scheduler/District Water Master. This employee must be able to exercise independent judgment free from immediate direction or supervision. The essential duties and responsibilities of the position are as follows:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Tactfully represents the District in communicating with water users in all phases of operations
- Assists District Water Master with scheduling water releases and communicating water operations with ditchriders
- Assists District Water Master in determining the most efficient delivery
- Uses specialized knowledge, skill and equipment to schedule water for delivery
- Reports and provides input to be used by the District Water Master and the Ditchriders to maintain water efficiencies
- Provides status of water uses, and reports findings to District Water Master.
- Assists District Water Master with written reports of water deliveries.
- Corrects problems on site using independent judgment
- Uses computer to produce schedule to be used by the ditchriders
- Learn and implement all rules, regulations and policies as set forth by the Board of Directors relating to daily water operations
- Maintain a high degree of professionalism in all facets of scheduling of water delivery
- Must possess skills that can be utilized in other departments during the non-water season.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Must be able to tactfully represent the District in communicating with water users.
- Ability to collect, analyze, compute and compile data.
- Ability to communicate in English interpersonally and in writing.
- Ability to meet deadlines and work well with others.
- Knowledge using Microsoft Office Excel and Access.

**EDUCATION and/or EXPERIENCE**

- High School Graduate or GED required.
- Must have a valid Nevada Drivers License and safe driving record.
- Past work experience must demonstrate leadership, ethics and the ability to work without direct supervision.
- Past work experience must demonstrate an attitude that fosters a positive work environment.