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State of Utah

DEPARTMENT OF NATURAL RESOURCES

BRIAN C. STEED
Executive Director

Division of Water Rights

BOYD P. CLAYTON
State Engineer Division Director

November 19, 2019

RE: Ashley Creek Water Commissioner Position

Dear Ashley Creek Water User:

The Ashley Creek Water Commissioner plans to retire in March 2020. The Division of Water Rights (Division) and Ashley Creek Water Users Committee (Committee) are tasked with selecting the next water commissioner. We want you to be aware of the position opening (over) and the standard selection process outlined as follows:

- Advertising/Applications. Resumes will be received/accepted by the Division no later than December 11, 2019. Committee and Division will identify qualified applicants for scheduled interviews.
- Interviews. The Committee and Division will conduct interviews of selected applicants. They are scheduled to be held at the Division's office in Vernal on January 6, 2020.
- The Committee then selects the best qualified person who is willing and able to fill this position. The Committee recommends the selected person as water commissioner at the annual meeting scheduled for March 4, 2020. The person is then officially appointed by letter from the State Engineer.
- The person selected must complete the online employment application process to become a state employee of the Division prior to receiving payment for salary or reimbursements.

As an Ashley Creek water user, you are invited to participate in the selection process by (1) encouraging qualified applicants and/or (2) helping your Committee member understand any concerns you may have relating to the water commissioner position.

Sincerely,

Ben Anderson, Distribution Engineer
Field Services



ASHLEY CREEK WATER COMMISSIONER POSITION OPENING

ROLE AND RESPONSIBILITIES

Assist the Utah State Engineer/Division of Water Rights and water users distribute the water of Ashley Creek according to state water laws, rules, procedures and applicable contracts/agreements. Key responsibilities are:

- Measuring and recording/reporting the following water deliveries, directly and/or by exchange:
 1. Ashley Creek natural flow
 2. Ashley Creek reservoir storage from each active reservoir on this system
 3. Ashley Creek imports/exports including Red Fleet, Leidy Peak, Deep Creek, and Mosby Canal.
- Reporting average daily flow of each source of water delivered whenever multiple sources are involved
- Coordinating storage water deliveries with storage water right owners
- Distributing water according to supplies and water right priority date
- Overseeing operation of control gates at key diversions
- Reporting when control gates and/or measuring devices or facilities need improvements
- Compiling an annual report to the State Engineer and water users each year
- Enforcing orders of the State Engineer

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma
- Valid Utah Driver License (Mileage is reimbursed at IRS rate up to the annual budget)
- Four Wheel Drive Vehicle and/or off road ATV suitable for safe transportation to remote locations
- Preference may be given to applicants with college degree and/or experience with this type of work

PREFERRED SKILLS

- Ability to communicate effectively and professionally in speech and in writing
- Ability to perform routine daily tasks such as reporting water measurements, miles driven, and hours worked
- Ability to educate or train water users in how to best resolve water-related issues/conflicts
- Ability to preserve water data using worksheets and online resources available to water commissioners
- Ability to safely navigate or traverse rugged terrain and narrow walkways to adjust flow control gates
- Ability to learn or obtain an understanding of water measurement principles and concepts using measuring devices, including weirs and flumes
- Ability to understand basic Utah Water Laws and rules
- Ability to work professionally and independently in the field, at the water office, and at home

ADDITIONAL NOTES

Salary is set by the Ashley Creek water users. Employment is part-time estimated at approximately 20 hours/week May-Sep. Some days may be 8 hours/day. The selected applicant must successfully complete the state application process, conflict of interest disclosure, state required online training and be willing to serve a minimum of 4 years. Compensation may include health insurance. Total compensation package valued at approximately \$28k/year. Interested applicants should mail/deliver their resume/qualifications to: Utah Division of Water Rights, Attn: Andrew Dutson, 318 North Vernal Avenue, Vernal, UT 84078 or Utah Division of Water Rights Attn: Ben Anderson, 1594 West North Temple, Suite 220, Salt Lake City, UT 84114-6300. Resumes are due on December 11, 2019.