



**Southeastern Colorado Water Conservancy District**  
**Water Resource Engineer**  
Job Description

**Department:** Engineering  
**Supervisor:** Executive Director  
**Prepared By:** Leann Noga  
**FLSA Status:** Exempt  
**Prepared Date:** April 2025  
**Current Salary Range 2025:** \$ 75,000-\$150,000

**POSITION SUMMARY**

Reporting directly to the Executive Director plans, organizes, integrates, and participates in the activities, meetings and work regarding the District's Water Resource; Assists with the development of strategies, policies and programs to enhance local and imported water resource opportunities and regional environmental resources; participates in technical engineering projects, including engineering analyses, modeling, research; Processes the annual allocation of Project Water and storage. Assists with the development strategies for planning capital Improvement plan regarding maintenance, improvement or betterment with in the Fryingpan-Arkansas Project system; and performs related duties as assigned. This is an at-will position.

**ESSENTIAL DUTIES AND RESPONSIBLITTIES**

1. Administers the District's Water Resource and responsibilities associated with the Fryingpan-Arkansas (Fry-Ark) Project including but not limited to:
  - a. Coordinates and obtains forecasted imports from the Bureau of Reclamation.
  - b. Calculates and Performs the annual allocation of Fry-Ark Project water and return flows.
  - c. Calculating, processing, and tracking of annual allocation of Fry-Ark Project water and return flows. Including maintaining a historical record.
  - d. Bureau of Reclamation contracts associated with the Fry-Ark Project annual review and compliance.
  - e. Review and tracking of all Fry-Ark system reservoir excess capacity contracts.
  - f. Provides technical engineering support for the preparation of environmental impact reports, as related to the Fry-Ark infrastructure.
  - g. Fry-Ark Project and Arkansas River operations coordination and communication.
  - h. Coordinate with State officials and local water users to track use of the District's conditional exchanges. Works with legal counsel to prepare data to support water court filings.
  - i. Fry-Ark Project operational work plan coordination regarding planned project maintenance and replacement.
  - j. Reclamation Reform Act Compliance
2. In consultation with legal counsel, reviews and investigates water right applications in the monthly Water Court Resume.
3. Development and utilization of the District's Graphical Information System (GIS).
4. Evaluates the District's Inclusion and annexation process.

5. Assists with planning, preparing reports, and conducting assigned Committee and Board meetings as well as other water-related meetings.
6. Drafts reports oral and written to Committees and Board of Directors.
7. Drafts correspondence on technical engineering issues.
8. Drafts correspondence regarding information to customers.
9. Drafts documents summarizing recommendations and respond to reviewing applicable laws, regulations, policies and design standards.
10. Analyzes and responds to requests for information from customers, contractors, member agencies, other public entities and the general public.
11. Represents and/or accompanies the District Executive Director at water-related meetings, as assigned, to convey and discuss SECWCD's position on various matters.
12. Represents the District and coordinates with other organizations and agencies on water-related technical investigations.
13. Assists in complex programs, studies and reports relating to current and long-range water resources and environmental planning, water demand/supply forecasting, and environmental compliance and mitigation.
14. Assists with policy initiatives related to water and environmental resources.
15. Assists with the scope, schedule and budget for resources planning studies, projects and programs; administers and manages contracts; reviews work products for compliance with District policies and standards.
16. Assist in analyzing technical data recommending District positions on and revisions to state and federal laws pertaining to growth management, water resources, and environmental protection.
17. Performs other related duties as assigned.
18. Maintenance and usage of the District's geographic information system.
19. Creation, maintenance and usage of the District's statistical models for the water resources/allocation for the District.
20. Assists in special engineering studies.
21. Assists with the maintenance and operation of the Hydroelectric Power facility.

#### **COMPETENCIES**

- Communication Written and Verbal
- Time Management
- Planning / Organizing
- Adaptability / Agility
- Attention to Detail
- Professionalism and Interpersonal relationships skills.
- Collaboration / Teamwork
- Analytical / Data-Driven Mindset
- Resiliency
- Continuous Learning / Self-Development

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS**

- Learnability skills
- Prioritization skills
- Critical thinking skills
- Excellent listening skills
- Meeting facilitation
- Information and digital literacy skills
- Analytical and Mathematical skills

- Strong knowledge of Microsoft Office suite (Word, Excel, Outlook)
- Skilled in reading and interpreting drawings and specifications
- Base knowledge of raw water supply, water rights acquisition, water resources and environmental issues, regulatory and environmental requirements.
- Extensive mathematical skills and modeling techniques.
- Ability to explain and/or present complex subjects to multiple audiences.
- Demonstrate accuracy and attention to detail and quality in work product.
- Demonstrate planning, organization, and ability to meet deadlines.
- Demonstrate sound judgment by including appropriate staff in the decision-making process.
- Demonstrate ability to balance team and individual responsibilities.
- Contribute to building a successful team and positive morale while reaching goals and objectives.
- Specialized interpersonal skills, this position interacts with a variety of individuals and groups, both within and outside of SECWCD.
- Must possess the ability to perform the essential functions of the position.

### **SUPERVISORY RESPONSIBILITIES**

Supervises directly:

None

Supervises Indirectly:

None

### **WORKING ENVIRONMENT**

- Work is performed in an indoor and outdoor environment.
- Work may require standing and/or walking for extended periods on irregular terrain.
- Occasional lifting, pulling, and/or pushing of items weighing up to 40 + pounds.
- Work requires extended periods of driving to and from remote sites.
- Work requires sitting at a computer for extended periods.

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment, working inside with others. Work may require occasional weekend and evening work.

### **PHYSICAL ACTIVITY**

While performing the duties of this job, the employee is regularly required to speak, hear, and use eye/hand coordination. The employee frequently is required to stand; sit; walk; lift or carry up to 40 lbs.; use manual dexterity; use motor skills; and reach with hands and arms. The employee must frequently be able to work effectively in a professional environment. This position could include touring facilities which could include but not limited to working outside, working alone, excessive heat/cold, noise/vibrations, working below ground, and walking on uneven surfaces. The employee is occasionally required to push up to 40 lbs., climb stairs or ladders, balance, stoop, kneel, crouch, or crawl. The employee must occasionally be able to work effectively in an indoor and outdoor environment.

### **MATERIALS AND EQUIPMENT USED**

- Standard office materials and equipment.
- Company vehicle.

**TRAVEL**

Ability to travel or accept full-time assignments in any location where the District conducts business. Ability to travel to multiple locations daily or weekly as needed.

**EDUCATION, TRAINING EXPERIENCE**

Required:

- Graduation from a four-year college or university with a major in engineering, hydrology, watershed, science, geology, environmental science, natural resources, or related field.
- Colorado Class "R" Driver's License.

Preferred: Any Equivalent combination of education, training and experience.

- 0-3 years of related experience in the field of Colorado water resource.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The Southeastern Colorado Water Conservancy District is an equal opportunity employer.

The essential functions and major responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer at any time with or without notice as the needs of SECWCD and requirements of the job change. Employees ensure that all duties and responsibilities are performed in a safe manner. Employee is held accountable for all duties of this position.

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Signature

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Date