

## **Job Duties Description**

### **Ditch Rider**

**Position Title:** Ditch Rider

**Department:** Operations / Maintenance

**Reports To:** Water Manager

### **Position Summary**

The Ditch Rider is responsible for the proper delivery of water to all water users within their assigned ride. This role involves the daily monitoring of canals and laterals, recording water measurements, and maintaining professional relationships with water users to ensure efficient system operation.

### **Essential Job Duties**

The Ditch Rider's duties include, but are not limited to, the following:

#### **Water Delivery and Monitoring**

- Ensure the proper delivery of water to all assigned water users.
- Monitor canals and laterals for leaks, excess moss, or water obstructions.
- Ensure no water is turned on until a clearance has been verified by the office.
- Keep all headgates locked and ensure they are properly numbered and tagged.

#### **Records and Data Entry**

- Enter all water deliveries daily into the provided **device** while in the field.
- Record measurements at the headgates at the time of any change or measurement.
- Ensure at least 20% of headgates are measured and entered weekly.
- Maintain a daily log of locations visited and items checked.

#### **Maintenance and Troubleshooting**

- Pull weeds daily in laterals and headgates.



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- Identify and report defective gates, structures, or trouble spots to a supervisor.
- Request assistance from the maintenance crew for obstructions that cannot be cleared by one person.
- Report water shortages at the tail end of the system to the office or supervisor immediately.

### **Administrative and Safety**

- Work a minimum of 40 hours per week and submit time cards via the **company provided time clock app**.
- **Payroll Schedule:** Employees will be paid **twice a month**, with specific dates to be set at a later time.
- Clock in for all call-backs and log the reason for the call-out.
- Report any on-the-job injuries to a supervisor as soon as possible, and within 24 hours for Workman's Compensation purposes.
- Identify and report potential improvements for safer working conditions.

### **Seasonal Compensation and Classification**


Ditchriders are subject to the following pay structure based on seasonal operations:

- **Maintenance Season (Hourly):** Ditchriders will be paid on an hourly basis while performing maintenance work.
- **Water Season (Salary):** When the water is turned on for the season, ditchriders will transition to a salaried pay structure starting at the **beginning of the next full pay period**.
- **End of Water Season (Hourly):** At the conclusion of the water season, ditchriders will transition back to an hourly rate starting at the **beginning of the next full pay period** and will remain hourly until they are laid off.


### **Physical Requirements**

- **Outdoor Work:** Ability to work in the field daily to monitor headgates and water flow.
- **Manual Labor:** Ability to pull weeds daily and perform manual tasks related to lateral maintenance.
- **Mobility:** Ability to travel throughout the assigned ride to inspect canals, laterals, and structures.
- **Technical Literacy:** Ability to operate a **device** for daily data entry and record-keeping.

### **Additional Expectations**



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- **Professionalism:** Treat all water users fairly, diplomatically, and equally.
- **At-Will Employment:** Understand that employment is at the discretion of the manager and Board of Directors.
- **Conduct:** Maintain a drug and alcohol-free workplace; use of such substances is grounds for immediate dismissal.
- **Probation:** New employees must complete a 90-day probation period.

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**Employee Acknowledgment**

I acknowledge that I have received, read, and understand the job duties and policies for the Ditch Rider position with Big Wood Canal Company / American Falls Reservoir District #2.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_