

**Headwaters Groundwater Conservation District**  
**Job Description – Groundwater Technician**

1. Be totally responsible for Headwaters GCD current monitor well program which includes;
  - Routinely measure monitor well levels; record data in well log book and data entry in database.
  - Prepare necessary tables and graphs for monthly board book.
  - Maintain field equipment, physical, as well as electronic measuring devices.
  - Maintain accessibility to monitor well sites.
2. Expand ground water monitoring program in Kerr County under the direction of General Manager.
3. Inspect well drilling and cementing operation; document and report activity.
4. Responsible for receiving and filing all reports from well drillers, pump installers, and land owners in regard to well drilling, completion, and water quality analysis.
5. Identify and document abandoned wells.
6. Work in cooperation with well owners, well drillers, and all other HGCD employees in locating and registering all unregistered wells in Kerr County.
7. Document accurate physical, and GPS location and directions to all new-drilled wells and existing wells being registered.
8. Read, study, and learn;
  - Headwaters GCD rules, regulations, and policy & procedure
  - Texas Water Code Chapter 36
  - Texas Department of Licensing and Regulation Chapter 76
8. Responsible for maintaining District vehicle. Personal use of the District vehicle is prohibited. Vehicle may be equipped with a GPS monitoring device.
9. Assist as needed in helping well applicants fill out drilling application and other forms.
10. General office duties, phone answering, filing, copying, etc.
11. Assist General Manager as needed.
12. Communicate all aspects of job duties and project status with General Manager.
13. Works under the guidance and supervised directly by the General Manager, exercises no independent decision making or supervisory authority.
14. This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.