

Assistant Manager – Moab Irrigation District #20

Location: Newman Lake, WA

Reports to: District Manager

Type: Full-time, Salaried/Exempt

About Us

Moab Irrigation District #20 provides reliable drinking and irrigation water to our community, ensuring compliance with all federal and state regulations and promoting efficient water use.

Position Summary

The Assistant Manager supports the District Manager in overseeing daily operations, including water delivery, maintenance, customer service, and administration. This role splits time between fieldwork and office duties, supervises crews, ensures regulatory compliance, and may act as manager in the District Manager's absence.

Key Responsibilities

- Supervise and assist with water system operations, maintenance, and repairs
- Oversee field crews and coordinate projects
- Monitor water quality, flow rates, and system efficiency
- Respond to emergencies (e.g., line breaks, equipment failure)
- Maintain accurate records, billing, and reports
- Support customer service and handle inquiries
- Assist with budgeting
- Be responsible for payroll, accounts payable, accounts receivable and financial statements
- Prepare board meeting materials and correspondence
- Manage inventory and order supplies

Qualifications

- 3–5 years' experience in water management, irrigation, or related field (or equivalent)
- Ability to obtain required licenses (WDM2, CCS) within first year

- Valid driver's license and ability to provide 24-hour on-call service
- Strong leadership, communication, and problem-solving skills
- Proficiency with Microsoft Office; financial software experience a plus
- Knowledge of local water laws and safety regulations
- Comfortable with physical labor and outdoor work

Compensation & Benefits

- Salary Range \$70k to \$75. Competitive salary (DOE)
- Comprehensive benefits package

Physical & Work Environment

- Mix of office and fieldwork; must lift up to 75 lbs and work in varying weather
- On-call rotation for emergencies, including weekends and holidays

To apply: Submit your resume and cover letter to the Moab Irrigation District #20 office by mail to PO Box 81, Newman Lake, WA 99025 or by email to moabirr20@gmail.com.

If you should have any questions call 509 993 6016