



Job Announcement

April 25, 2018

Internal posting with IBEW Local 77 is concurrent with posting to the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.

Mason County PUD No. 1 in Potlatch has an immediate opening for a FT Water Engineering Technician. Applicants must have a HS Diploma or GED; a drafting or engineering technician degree from an accredited community or technical college; a valid driver's license with a safe driving record.

3 years' experience working in the utility engineering or civil engineering field is preferred. Water/Wastewater Technician experience a plus (WDM 1). Years of equivalent experience may be considered in lieu of a technical degree, but AutoCAD and civil drafting proficiency is a must. Must be able to work overtime on nights and weekends when necessary.

Union Scale \$18.73-\$27.21 DOE. Excellent benefits package including family medical & life insurance, LTD, retirement, & health reimbursement account.

For a complete job description and application visit www.mason-pud1.org. Applications are required for consideration and due **no later than 5:00 p.m. on Friday, May 25, 2018** to: Mason PUD 1 Human Resources, 21971 N. Hwy 101, Shelton, WA 98584.

This institution is an equal opportunity provider and employer.



Engineering Technician- Water/Wastewater

Department: Operations

FLSA Status: Non-Exempt

Union/Non-Union: Union- IBEW Local 77

Travel: Local travel up to 20%; Regular travel to District facilities and attendance at meetings and seminars.

Reports to: Director of Operations

Revised Date: 4-24-2018

About the Engineering Technician Duties

The Engineering Technician performs system mapping, tracks water quality and water quantity. They also provide support to the administration of water operations projects and programs.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- Map water and wastewater system components on the computer.
 - Develop and update individual system maps and overall water and wastewater maps.
 - Work with District engineers to create/modify engineering designs of water and wastewater systems and facilities.
 - Understand and use computer-aided drafting system.
 - Understand and use global positioning system.
 - Track water usage for all water systems.
 - Track water quality for all water systems.
 - Prepare work orders for capital improvements, new services, and service upgrades.
 - Create invoices for water and wastewater sales and services.
 - Work with Director and customer service when new service is requested.
 - Perform paperwork associated with job functions.
 - Check and adjust chlorine levels at chlorinated water systems.
 - Submit monthly chlorination reports to state Department of Health.
 - Locate water lines and valves for utilities and contractors (one-call locates) with use of computerized maps.
 - Assist in maintaining water quality by taking water samples.
 - Assist in warehousing materials and stock trucks with needed materials. Responsible for use, care, and security of tools, vehicles, equipment, and materials utilized.
 - Must be able to get along with and work effectively with coworkers, management team, and the public.
 - Properly retain and manage public records created by this position according to Washington State retention schedules.
 - Other duties as assigned.
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Other Job Functions

- Assist Water Resource Coordinator and engineers with project permitting.
- Assist Water Resource Coordinator and engineers with project funding applications.
- Assist Director, Water Resource Coordinator and engineers with report preparation.
- Assist Lead Water/Wastewater Operator with minor service work (i.e., disconnects, reconnects, meter reads).
- Perform other duties as necessary.

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and/or Experience:

- A high school diploma or G.E.D. is required.
- Two-year drafting or engineering technician degree from an accredited community college, technical college, or other approved program.
- Preferred Experience:
 - Three (3) years' experience working in the utility engineering or civil engineering field.
 - Water/Wastewater Technician experience preferred- Water Distribution Manager Level 1 (WDM 1).
- Years of equivalent experience may be considered in lieu of a two-year technical degree.

Certificates, Licenses, or Registrations:

Must have a valid driver's license with a good driving record.

Must possess, or obtain within six months of hire, a valid Washington State-approved industrial First Aid card and a Flagging and Traffic Control card.

Skills & Knowledge:

- To perform this job successfully, an individual must be proficient in MS Outlook, Excel, and Word.
- To perform this job successfully, an individual must be able to communicate fluently in the English language both orally and through writing with correct grammar, spelling and punctuation.
- Exceptional organizational skills and ability to set priorities for work flow.
- Exhibit a positive attitude and support of management decisions and company policy.
- Punctuality and regular attendance are required.
- Exhibit a desire to improve skills and knowledge through training and attention to detail regarding the daily business of the PUD.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk, climb stairs, bend, reach, use hands to finger, handle, or feel, and sit for extended periods of time. Occasionally required to lift and carry up to 50 pounds. Required to speak clearly and hear well when communicating over the telephone and in person.

Position requires responding to after-hour calls to address emergency situations; ability to climb on trucks, ladders, equipment and facilities; ability to differentiate colors and see in low light; ability to operate forklift (forklift certification will be provided on-the-job).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is mostly performed in an indoor office environment. The noise level in the work environment is generally quiet. Work may require manual labor outside in all types of weather, under dirty, confined and uncomfortable conditions.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

Employee Acknowledgement

I have reviewed this document and understand the responsibilities of this position.

Employee Signature

Date

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