Mission Statement

Eastsound Water Users Association is a service oriented association whose goal is to utilize all available resources to insure that an adequate and consistent supply of safe, reliable, and palatable water is provided to its members.

General Summary

The Eastsound Water General Manager has overall responsibility for managing to operation of the Water System to achieve the Association’s Mission. Under direction of the Board of Directors, the General Manager is responsible for staffing, planning, facility management, community relations, compliance monitoring, budget development and management, and administration of business affairs.

Reporting Relationships

The General Managers reports to the Board of Directors. The General Manager has direct supervisory responsibility for all other staff and contractors of the Association.

Essential Duties and Responsibilities

1. Develops and Maintains strong cooperative relationships with regulatory agencies, professional organizations, and area water systems. Ensures continuous compliance with all county, state and federal regulations.

2. Develops annual operating budget, maintains income and expenses in accordance with the budget, provides regular financial reporting to the Board, oversees financial controls, and manages capital reserves.

3. Directs development and implementation of annual and long term plans for operations, maintenance and expansion of the Water System.


5. Serves as the principal spokesperson for the Association. Represents the Association at public and professional functions, oversees public information, outreach, and education. Coordinates media relations. Directly leads public response in emergency situations.

6. Supports the Board of Director through participation in monthly Board meetings. Develops Board Packets and Agendas, makes recommendations, and produces Board Minutes. Directs maintenance of all Board records.
7. Oversees agreements with consultants, contractors, engineers, lawyers and financial advisors.

8. Insures Association operations are in keeping with Board-approved, Bylaws, Operating Rules, Construction Standards and Membership Agreements. Recommends policy revision to the Board as needed, and direct any members’ requests for policy exceptions to the Board.

9. Develops and secures Board approval of plans for the staffing needs of the Association. Manages the selection, training and supervision of all staff. Insures staff certification compliance and professional development.

10. Maintains active membership communication through public meetings, face to face contact, website, emails, local media, and social media.

11. Manages planning, design, bidding, contracting, and construction of all water system repair, replacement and expansion projects.

12. Develops and maintains a robust asset management program that insures reliable operational capacity, supports allocation of financial resources to stay ahead of system capital needs.

13. Insure the staff safety is always a priority.

14. Shares “on call” duties with other staff members.

Qualifications

Demonstrates Knowledge and Performance in

- Organizations Management Practices including finance, human resources, planning and asset management.
- Interpersonal skills to support high quality customer service, and community relations.
- Understanding and complying with laws and regulations pertaining to the Water industry.
- Team leadership skills
- Strategic Planning
- Technical proficiency with Word, Excel, PowerPoint, Quickbooks. Familiarity with telemetry and SCADA systems.

Demonstrate Ability to

- Think through complex issues
- Communicate effectively both in writing and verbally.
- Provide exceptional customer service.
- Establish and meet Deadlines
- Safely work in the field to inspect, manage and potentially assist with construction and repair projects in challenging locations and a wide variety of weather conditions. Reach, lift, and move materials and objects weighing at least 25 pounds.
Experience and Training

Required
- 5 years of Management Experience
- Valid Driver’s License
- Driving history of at least 3 years free of multiple or serious traffic infractions.

Desirable
- Bachelor’s Degree
- AutoCad skills
- WordPress Website Experience
- Experience in Water Industry
- Certification in Water Industry
- Degree in related field
- Experience in Non Profit management
- Community Volunteer Experiences
- Equipment Operator Experience

Additional Details
- This is an “at will” position without contract.
- This job requires residence on Orcas Island Washington.
- Compensation commensurate with experience.
- Final job description will be customized for successful applicant.
- Applications being taken through March 17, 2020.
- Overlapping transition with current GM available through end of 2020.
- Resume and Reference Contacts Information should be emailed to careers@eastsoundwater.org
Eastsound Water was incorporated in 1955 as a private, member-owned, Association. Eastsound is located on Orcas Island, in San Juan County Washington. Orcas Island has year round population of 5000 people. Primary access to the island is via Washington State Ferry.

There are currently roughly Eastsound Water 1100 service meters that are supported with an annual budget of just over $1 million. The water system has no debt and +$1M in capital reserves. Annual production includes roughly 29 million gallons multi-media surface treatment plant and 30 million gallons from 7 groundwater wells. The system has deployed cell-based smart meters and SCADA technology throughout the system. Annual unaccounted-for-water is between 2% and 4% over past 5 years.

The General Managers supports a staff team that includes two office staff to support billing and membership processes, 5 field staff and a part-time bookkeeper.

Eastsound Water Website - https://eastsoundwater.org/
Eastsound Water Pressure Zone Schematic

(Connections include active and inactive memberships)

Purdue Lake Dam 1006' overflow

Hilltop Tank 10K
502' top
495' bottom

View Haven 80K
338' top
318' bottom

Los Arboles 32 connect.

View Haven 74 connect.

Los Arboles Booster 100'

Upper Buck Tank 80K gal
1485' top of tank
1465' bottom of tank

Upper Buck Pump Station 1295'

Purdue Tank 80K gal
995' top of tank
975' bottom of tank

Treatment Plant

Buck PRV #1 710'

Upper Buck Zone 1
10 connections

Upper Buck Zone 2
4 connections

Lower Buck Pump Station 945'

Upper Buck Zone 2
6 connections

Hilltop Zone
41 connect.

Upper View Haven 19 con.

Geer Tank's 100K
207' top
182' bottom

Buck PRV #2 435'

Gafford Zone
27 connections

Lengwedd Tank 500K
207' top
174' bottom

Buck PRV #3 180'

Westview Tank 15k gal
315' top
295' bottom

Westview Zone
17 connections

Westview Pump 100'

Village Pressure Zone
800+ connections