

**WATER DISTRIBUTION OPERATOR
SUNLAND WATER DISTRICT**

Water Distribution Operator for the SunLand Water District in Sequim, WA

STATUS: Full-time, hourly with benefits

PAY RANGE: \$22 - \$25/Hour (DOQ)

JOB SUMMARY

The full-time Water Distribution Operator inspects, maintains, monitors and controls water system facilities and equipment, both manually and remotely by computer, to regulate water distribution and control water quality. This fully-qualified operator is responsible for the efficient operation and general maintenance of the water distribution system without immediate supervision. This position may also perform wastewater collection and maintenance duties, as well as building and grounds maintenance.

ABOUT SUNLAND WATER DISTRICT

The SunLand Water District is a municipal corporation set up for the purpose of providing water and sewer services to SunLand, a community of approximately 1000 homes just north of Sequim, WA. Surrounded by the natural beauty of the North Olympic Peninsula, Sequim is a small town popular to outdoor enthusiasts and lavender lovers and one of the driest places in western Washington.

REPORTING RELATIONSHIP

This position reports to and receives instruction and work assignments from the District Manager or Supervisor. This position may supervise others.

ESSENTIAL DUTIES

- Inspect and operate pumping, storage and flow control equipment without immediate or detailed supervision.
- Operate, perform maintenance on, and make operating adjustments to water distribution system equipment, facilities, and grounds as needed.
- Evaluate, recommend, and/or take appropriate action to improve water distribution operations and water quality within established guidelines.
- Adjust technical apparatus and controls to maintain assigned process operations within prescribed standards.
- Accurately read and record data from gauges, meters and indicators.
- Read and interpret piping and distribution drawings.
- Learn complex analyses of water distribution system requirements.
- Learn and analyze SCADA system data in order to monitor, adjust, and control flow, pressure, and storage levels at transmission and distribution facilities.
- Perform utility locates and construction inspections for sewer as built for all new construction as required.
- Compile, evaluate and analyze operational data and take or recommend appropriate action.

- Maintain records and generate reports such as logs of daily activities, facility operations and inspections, maintenance and cleaning performed and/or unusual operating conditions, etc.
- Use mobile electronic devices to record field information.
- Handle and properly dispose of hazardous materials.
- Respond to distribution system problems and investigate unusual operating conditions or failures.
- And other duties as may be assigned.

ESSENTIAL KNOWLEDGE

- Water distribution system facility and equipment operation, maintenance, and repair.
- Water distribution principles, methods and practices.
- Water sampling, testing and laboratory techniques.
- Basic to intermediate computer skills in MS Word and Excel.
- Mechanical, electrical and hydraulic principles.
- Common math calculations.
- Common safe work practices.

MINIMUM QUALIFICATIONS

General

- Must live within 30 minutes of SunLand and be able to respond to emergency call-outs within 45 minutes.
- Must be on call at all times for emergencies.
- Will be subject to the following:
 - Background check
 - Drug test
 - Reference check

Experience / Education

- Must be at least 18 years of age.
- High school diploma or GED.
- Two years of water distribution system operation experience.
- Additional training in chemistry, biology, engineering, process control, and mechanical and electrical maintenance is desired.
- Equivalent combinations of education and experience may be considered.

Special Requirements

- Level II Water Distribution Manager and CCCS certifications are desired.
- Valid Washington State Driver's License and a clean driving record are required.
- CPR/First Aid certifications are required within six months of hire and must be maintained for duration of employment.
- The ability to work varied shifts, including weekends and holidays (as scheduled), standby duty; to work outdoors in a variety of weather conditions.
- Meet requirements for continuing education in water and obtain upgraded certifications.

Knowledge, Skills, and Abilities

- How to read maps, use GPS, and find locations within the District's service area.
- Use hand and power tools to make repairs and adjustments to equipment, facilities, and grounds.

- Operate light and medium duty construction equipment, drive District vehicles, and perform heavy manual work.
- Routine facility and equipment maintenance practices.
- Follow verbal and written directions and work effectively alone or as a member of a team.
- Project a commitment to public service and interact with the public in a friendly, tactful and caring manner.
- Effectively interact with co-workers and team members, demonstrating respect and courtesy.

WORKING CONDITIONS

Work is performed both indoors and outdoors, sometimes in inclement or severe weather conditions.

Employees in this position may work on public roadways and be exposed to traffic hazards and open trenches.

This position may be exposed to hazards that include dampness, direct sunlight, dust, pollen, machinery or its moving parts, chemicals, pesticides, insect stings, noisy work areas and noxious odors.

Employee may be exposed to electrical hazards such as high and low voltage and biohazards including sewage.

Employee may need to work in confined spaces.

Depending on exposure, Personal Protective Equipment may be required for some job duties, including steel-toed boots, rubber boots, rubber or plastic gloves, safety glasses or goggles, ear protection devices, hard hats and other specialized safety equipment.

PHYSICAL REQUIREMENTS

This position typically requires moderate to strenuous physical activities, such as standing for long periods of time, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds.

This position also is required to climb, bend and work in tight or confined areas, and to hear alarms and audibly identify the presence of a danger or hazard.

EMPLOYMENT BENEFITS

- Medical, dental, and vision insurance for employee and family
- State retirement plan
- Paid vacation, sick leave, and holidays
- Annual stipend for required workwear

TO APPLY

Mail or email resumes and cover letters to:

SunLand Water District

5762 Woodcock Road

Sequim, WA 98382

judy@sunlandwater.com

If the District asks for an interview, be prepared to fill out an employment application when you arrive or have it filled out upon arrival. If references were not provided on your resume, bring a list of 2-3 references when you arrive to your interview.

Employment application forms may be downloaded from website www.sunlandwater.com or call the District Office at 360-683-3905.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.