SUMMARY: This position will entail both field and administrative duties and is responsible to the Public Works Director. The position will work in the City’s water department, and could potentially assist other City staff with projects in other departments.

PRIMARY TASKS AND DUTIES: Responsible for all functions within the City Water System to include: Water sampling, Cross Connection Control Program, Consumer Confidence Report, preparation of written development reviews, submittal of DOH required reports, regulatory compliance, new service review, responding to public inquiries regarding water, ensuring that routine maintenance is completed, overseeing all water projects, helping develop budget, tracking all labor hours spent in water department, ordering new parts as well as stock replenishment, review of expenditures in water department, preparation and maintenance of records, and performs appropriate tests to meet State requirements.

Operation of the water and sewer utilities will require some weekend duties shared with the Public Works crew. Will be available by phone when on call weekends. Emergencies will require overtime work to repair utilities. Ability to read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.

Operates all city equipment which may include city trucks, dump trucks, backhoes, bulldozers, jackhammers, mowers, street sweepers, snow plows and welders. Must pass drug tests. Responsible for the general maintenance and repair of both diesel and gas engines.

MINIMUM QUALIFICATIONS:
- High School graduate or GED equivalent.
- Must live within twelve (12) miles of the city.
- Must be able to work independently.
- Must have a Washington Driver’s License with commercial validation or the ability to acquire within three (3) months. The City will complete a review of the final applicant’s driving record.

PREFERRED QUALIFICATIONS:
- Extensive knowledge of the design and operational requirements of the City water system.
- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills. Basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:
- Water Distribution Manager I (WDMI)
- Water Plant Operator II (WTPOI)
- Wastewater Treatment Plant Operator I (WTPOI)
- A/C Pipe Certification
- Cross Connection Control
- Backflow Assembly Tester (preferred)

Good oral and written communication skills are necessary to work with the public.