

PUBLIC UTILITY DISTRICT NO. 1 *of Whatcom County*
1705 Trigg Road / PO Box 2308, Ferndale, WA 98248
Phone: 360-384-4288 | www.pudwhatcom.org | jobs@pudwhatcom.org

Thank you for your employment interest in Public Utility District No. 1 of Whatcom County (PUD). In order to be considered for application review and possible interview, please follow these instructions carefully:

APPLICATION PROCESS: Application materials are available at www.pudwhatcom.org/about/job-opportunities. The position remains open until filled.

Interested individuals must complete the District application form, submit a letter of interest and resume which highlights the nature and extent of relevant education/training, employment history, and specific examples of job related experience.

All applicants will be reviewed and evaluated against the requirements of the position and the field of candidates. The top-qualifying candidates will be contacted for further evaluation and/or an interview. Public Utility District No. 1 of Whatcom County is an Equal Opportunity Employer.

Filing of Application: Carefully read the announcement bulletin on the first page (attached); note the minimum qualifications required and application instructions. It is to your advantage to show all relevant education and experience. An application form is required. Personal resumes may be attached to the employment application but will not be considered in lieu of the application. Incomplete application packets will not be accepted.

Closing Date: The position is open until filled. All applications must be returned to: Attention Human Resources, PUD #1 of Whatcom County, PO Box 2308, Ferndale, WA 9824.

Applicants with Disabilities: As provided for under the *Americans with Disabilities Act* (ADA), the PUD will provide reasonable accommodation during an examination or testing process to candidates who request assistance. To request assistance, contact the Human Resources Department at 360-384-4288, extension 27.

GENERAL INFORMATION: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. The PUD is an "At-Will" employer.

COVID-19 RESTRICTIONS: Currently, the PUD office is closed to the public. All applications must be sent via U.S. Mail. We regret we cannot accept in-person delivery of applications at this time.

ADDITIONAL BENEFITS AND OTHER COMPENSATION

Health Care

Exempt and Non-exempt employees will be provided with health care coverage consisting of medical, dental, vision and employee assistance programs. Specifics of these benefits may change from year to year.

Vacation Benefits

Employees begin to accrue vacation benefits upon the date of hire. Once employees successfully complete their 90 day introductory period they are eligible to begin to use accrued vacation time based on prorated benefit eligibility.

Sick Leave Benefits

Sick leave benefits are calculated on the basis of a calendar year, accrued at a rate of eight (8) hours per month and based on prorated benefit eligibility,

Floater (in lieu of Holidays)

Employees shall receive a maximum of 12 days (96 hours) "floating" paid holidays per calendar year accrued at a rate of 8 hours per month based on prorated benefit eligibility.

Deferred Compensation Program

Employees may be eligible to participate in a 457k deferred compensation programs consistent with all state and federal regulations and receives District contribution in lieu of the District's contribution to the Washington Public Employees Retirement System (PERS). Such benefit shall be set annually by the Commission and is currently set at 8.7% of the employee's base salary.

Employment

Hours of Work: The normal workweek is 40 hours, Monday through Friday; however, some positions require weekend, shift, holiday and/or overtime work.

The PUD is committed to a smoke/drug/alcohol free environment. Job candidates must be able to operate effectively in this work environment. Applicants who are offered employment will be required to provide proof of U.S. citizenship, permanent residence status or employment authorization, and proof of identification (photo I.D.). This requirement is the result of the Federal Immigration Reform and Control Act.

For some positions, candidates must be able to successfully pass a background check for security purposes; and/or to acquire a Transportation Workers Identification Credential (TWIC) status.