

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 to apply for the **WATER SYSTEM OPERATOR** position.

APPLICATION PROCESS

Interested individuals must submit a cover letter and resume. Highlight the nature and extent of relevant education, training, employment history, and specific examples of job-related experience, along with any other information you feel may be beneficial to the evaluation process. It is to your advantage to show all relevant education and experience.

All applicants will be reviewed and evaluated for the requirements of the position and the field of candidates. The top-qualifying candidates will be contacted for further evaluation and/or an interview.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Training and/or experience in addition to water operations related to the maintenance and repair of low voltage electrical or mechanical systems will also be considered in evaluating applications. Candidate must have:

- A valid *Washington State Driver's License* with driving record free from serious or frequent violation;
- Possess or have ability to obtain within one (1) year minimum a *Washington State Certification for Water Treatment Plant Operator – In Training*; and
- Possess or have ability to obtain within (1) month of employment, security/safety clearances for a *Federal Transportation Workers Identification Card (TWIC)*.

CLOSING DATE: Applicants must file by email to jobs@pudwhatcom.org or via mail to the PUD, Attn: HR, PO Box 2308, Ferndale, WA 98248.

First review of applications is *May 1, 2024 at 4:00 p.m.* The position is open until filled.

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.

Water System Operator – Additional Information

- This position is considered union and non-exempt.
- **Work Schedule:** This position is included in the regular Water Operations Staff Rotation Schedule. Currently the shift schedule for operators is 6 am to 4 pm. See Collective Bargaining Agreement Article 8.
- **Salary Range:** Starting base hourly rate is \$31.64. See Collective Bargaining Agreement, Article 10.

Vacations: Vacations shall be considered and paid as regular employment. The amount of paid vacation time employees receives each year is based on the date of hire and increase with the length of their employment as shown below. (See Collective Bargaining Agreement, Article 13.)

Current Vacation Schedule

Year of Eligible Service*	Annual Hours Accrued	@ Monthly Rate
During Year 1	40 hours	3.33 hours
During Year 2	80 hours	6.66 hours
During Year 3	80 hours	6.66 hours
During Year 4	80 hours	6.66 hours
During Year 5	120 hours	10.00 hours
During Year 6	120 hours	10.00 hours
During Year 7	120 hours	10.00 hours
During Year 8	120 hours	10.00 hours
During Year 9	120 hours	10.00 hours
During Year 10	160 hours	13.33 hours
During Year 11	160 hours	13.33 hours
During Year 12	160 hours	13.33 hours
During Year 13	160 hours	13.33 hours
During Year 14	160 hours	13.33 hours
During Year 15	200 hours	16.66 hours

*Year of Eligible Service is based on twelve (12) months continuous service.

Sick Leave – Employees shall accrue sick leave at the rate of eight (8) hours per month at the certified rate of pay, up to a maximum of 1,136 hours at the end of a calendar year. (See Collective Bargaining Agreement, Article 14.)

Floater (in lieu of holidays) – Employees shall receive one hundred twenty (120) hours each year to be used as “floating” paid holidays at the employee’s certified rate of pay. (See Collective Bargaining Agreement, Article 12.)

Health and Welfare, Dental and Vision – Currently, the PUD agrees to make payments into the appropriate Trusts on behalf of each employee covered under this Agreement who was compensated for eighty (80) hours or more in the previous month. (See Collective Bargaining Agreement, Article 17.)

Pension – The PUD contributes to the Western Conference of Teamsters Pension Trust Fund. Employees are also eligible to participate in a voluntary 457k deferred compensation program (currently administered through Empower), consistent with all state and federal regulations. (See Collective Bargaining Agreement Article 18.)

Other - District Cell Phone provided.

Information may be subject to change.

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	Water System Operator	Department:	Water Plant Facility
Reports To:	Chief Operator	Status:	Non-Exempt, Union
Level/Salary Range:	See Current Collective Bargaining Agreement	Position Type:	FTE

SUMMARY

Operates District’s industrial water system facilities and equipment to pump, clarify, and deliver water for industrial and irrigation uses. Operates District’s potable water and fire flow distribution systems. Treats water to meet local and state health department requirements for potable water for human consumption. Assures water systems operates in a manner that follows regulations and procedures for efficient and thorough water treatment as set forth by federal, state and local government agencies, and the District. Performs maintenance on water plants, distribution systems, and District support facilities and grounds.

The District’s industrial water facilities include two (2) primary clarification plants with individual pumping stations, flocculant settling basins, sediment ponds and distribution piping and valve systems. The District’s potable and fire flow facilities include a potable plant, two (2) water supply wells, a fire pond, distribution pumping, and fire hydrants.

Supervision Received:

Works under the general supervision of the District’s Chief Operator and/or Water System Supervisor.

Supervision Provided:

Directs the work of other of District Water System Operators as may be assigned by the Chief Operator or Water System Supervisor.

Essential Duties and Responsibilities:

Includes the following. Other duties may be assigned.

Industrial Water System

- Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treatment plants.
- Applies chemicals such as chlorine, aluminum sulfate, poly aluminum chloride, and lime to disinfect, deodorize, and clarify water.
- Monitors and regulates water through settling basins to remove impurities.
- Operates systems that pump purified water into water mains.
- Monitors gauges, meters, control panels, and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water.
- Operates the District’s Supervisory Control and Data Acquisition System (SCADA) to monitor and control water system facilities.
- Performs on call duty for remote alarm contact and access to District’s SCADA system via District laptop computer.
- Performs manual tasks involved in cleaning sand collection and settling basins, and managing sediment ponds.
- Performs routine maintenance on water system facilities and associated equipment.
- Performs other duties as assigned, including routine custodial duties.
- Collects water samples and performs routine laboratory tests and analyses of such samples.
- Maintains shift log and records data such as residual content of chemicals, water turbidity, and water pressure.

- Assists in receiving, unloading and stacking of deliveries of equipment, dry and liquid chemicals, and supplies for the plant.
- Maintains other District water facilities, including a potable water system and a fire water supply distribution system.

Qualifications:

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.

Education and/or Experience

High school diploma or general education degree (GED); and twelve (12) months related experience and/or training in the operation of water and/or wastewater systems; or equivalent combination of education and experience. Training and/or experience in addition to water operations related to the maintenance and repair of mechanical systems (i.e. metal fabrication, welding, etc.) will also be considered in evaluating applications.

Language Skills:

- Ability to read and comprehend simple written instructions, short correspondence, and memos.
- Ability to write simple instructions, correspondence and memos in English.
- Ability to comprehend simple verbal instructions in English.

Math & Computer Skills:

- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.
- Ability to perform these operations using non-metric and metric units of weight, distance and volume measurements.
- Ability to compute rate, ratio, and percent and to draw and interpret bar, line or other informational graphs or curves.
- Ability to use desk and laptop computers in daily work utilizing office software.
- Ability to understand one-line diagrams and engineering drawings.

Other Skills and Abilities:

- Working knowledge of pumps, electric motor, piping, pneumatic valve and instruments, and control systems and other equipment common to water treatment facilities.
- Ability to understand the occupational hazards and to practice necessary safety precautions applicable to operations and maintenance at water treatment plants and other District facilities.
- Ability to obtain workers safety and security clearances for access into and work on District facilities located on customer property.
- Working knowledge of mechanical, electrical, pneumatic and hydraulic principles common to water treatment facilities.
- Must be willing to work routine or emergency shifts including nights, weekends, holidays and unique periods of District operations and maintenance activities.
- Must accept on-call (standby) status and be willing to carry a District cell phone while on duty.

Certificates, Licenses, Registrations:

- Valid Washington State driver’s license.
- Possess or have ability to obtain within one (1) year minimum of Washington State Certification for Water Treatment Plant Operator – In Training.
- Possess or have ability to obtain within (1) month of employment, a Federal Transportation Workers Identification Card (TWIC).

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

While performing the duties of this job, the employee is regularly required to stand; sit, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, lay prone, bend or twist; and talk or hear. The employee must regularly lift and/or move a minimum of 75 pounds. Must have correctable vision suitable for working on small electrical, automatic or mechanical parts. Satisfactory hearing for proper use of telephone and radio equipment, and discerning changing plant sounds. Competent ability to swim and tread water.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to electrical and magnetic forces, moving mechanical parts, petroleum products, toxic or caustic chemicals, and vibrations. The employee is frequently exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually loud (greater than 50 dB but less than 110 dB), however there may be conditions when noise levels exceed these readings but are short in duration.

HR/OFFICE USE:

Reviewed By:	<i>Stephan Jilk</i> , General Manager		
Approved By:	<i>Stephan Jilk</i> , General Manager	Date:	January 31, 2017
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