

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Board Meeting

January 3, 2024  
1:00 PM

Please direct your smart device or computer to [www.wsud.us/meetings](http://www.wsud.us/meetings) for information on virtual attendance.

## AGENDA

### OATH OF OFFICE

1. Oath of Office, Board of Commissioners, West Sound Utility District Commissioner, Position 2 – Mr. Jerry Lundberg

### PUBLIC COMMENTS

### CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of December 20, 2023
2. Approval of Vouchers WSUD #31937 through #31957 in the amount of \$39,943.59
3. Approval of Vouchers SKWRF #17775 through #17784 in the amount of \$21,396.69

### BOARD DISCUSSION/ACTION ITEM

1. Board of Commissioners, 2024 Appointment of Officers
2. Resolution 1115-23, Revising Operations Department Job Descriptions (Tabled 12/20/23)
3. Resolution 1116-24, Step Increase, WSUD Employee
4. Resolution 1117-24, Change of Position, WSUD Employee
5. Resolution 1118-24, Change of Position, WSUD Employee
6. Resolution 1119-24, General Managers 2024 Salary Adjustment

### STAFF REPORTS

1. Plant Manager
2. Operations Manager
3. Finance Manager
4. General Manager

### COMMISSIONERS' REPORTS

### EXECUTIVE SESSION

Executive Sessions may be scheduled or announced for discussions per RCW 42.30.110.

### FUTURE MEETINGS

January 17	Regular Board Meeting
February 7	Regular Board Meeting
February 21	Regular Board Meeting
February 21	SAC Meeting (Location to be determined)



WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, December 20, 2023, at 1:00 p.m.

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Chairperson: Susan Way  
Vice Chairperson: James J. Hart  
Commissioner: Jerry Lundberg

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Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
Michaela Horishige, Accounting/Office Assistant

The meeting was called to order by Commissioner Way at 1:00 p.m. The start of the meeting was postponed for a few minutes due to technical difficulties.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of December 6, 2023
2. Approval of Vouchers WSUD #31894 through #31936 in the amount of \$117,304.85
3. Approval of Vouchers SKWRF #17754 through #17774 in the amount of \$48,665.25
4. Approval of December Payroll in the Amount of \$204,097.41

Commissioner Hart moved to approve the items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

**BOARD DISCUSSION/ACTION ITEM**

Resolution 1115-23, Revising Operations Department Job Descriptions  
Tabled until the next meeting.

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

General Updates

- Testing and monitoring as required by the NPDES Permit.
- NPDES Permit renewal is in process.
- GNP DMR was resubmitted on December 18<sup>th</sup>.

- Blower exchange: Blower sent out for evaluation on November 27<sup>th</sup>. I am awaiting the final invoice to close out the purchase order.
- MBR RAS Flygt pump seal failure: The pump was removed from operation on November 28<sup>th</sup> and taken in for evaluation on November 30<sup>th</sup>.
- Working on closing out 2023 purchase orders and closing out the year for the budget.
- Working on end-of-year reports.
- Working on beginning-of-year reports.
- Major focus on preventative maintenance; trying to end the year with limited issues. Also, focusing on optimizing preventative maintenance with each work order.

#### P.S.E. Conservation Grant Agreement (2021-2023)

- Continuous work with P.S.E. on the Conservation Grant Agreement. Year 3 of 3.

#### Load Bank Replacement

- Load bank project update: Awaiting equipment delivery, expected ship is now changed to January 2024.

#### Rotary Drum Thickener-ESCO (2022)

- Installation has been completed.
- Awaiting close-out documents.
- Process optimization continues with the RDT.

#### Nutrient General Permit (2022)

- Still awaiting a decision on in-house accreditation from D.O.E. No further updates. No longer receiving replies from D.O.E. lab accreditation.

### **OPERATIONS MANAGER'S REPORT**

Operation Manager John Tapia reported:

#### CIP

##### South Park Main replacement

- Locate and survey completed for the site.
- WSE is working on the recommended easement.

##### Powell Booster Station Engineering

- 100% Plans are completed.

##### Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in.

##### Olney sewer replacement

- Engineering contract has been signed with WSE
- Sent over some additions to the project. Lined manholes, additional manhole run with a side sewer connection.

## Crew:

1. St. Vincent DePaul project City contacted about the permit. Reached out to Caseco for time update. Says were on his schedule.
2. Well 22 has been lowered and rehab is now complete. Transducer is working. VFD is undersized (HVAC). working on the recommended size and availability w/ 3 contractors.
3. 4 new chemical shelters to keep our hypo away from our electrical panels in the well site have been delivered.
4. Residential meter replacement project will start after the first of the year.
5. WSDOT franchise permit continues. last section for 160 Sedgwick has been sent over for approval. We can then start on 166.
6. Water main flushing continues.
7. Water distribution pumped 41,239,000 gallons of water in November. 1.37 MGD AVG
8. Waiting for the lab to do their part for us to be a drop/pickup site.
9. Automatic door motors will be replaced in a couple weeks.
10. Working on the round about project for Bethel ad Lincoln, Mitchell.
11. Sewer flow meters are being installed. Just ordered our last one.

## **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

L& I rates increased: 7.6%; as of today, 34 past due acct with \$24K. Reconciled Novembers books and will be closing last AP this Friday. Entered new budget and rates in Springbrook. Went over all project and they are done. PO clean-up and rollover.

## **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Staff continue to work on the re-establishment of a franchise agreement with WSDOT for water utilities. Awaiting feedback from WSDOT on any other items to address.
- A meeting is scheduled this week to discuss utilities coordination regarding the Hwy 166 fish barriers project.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system continues.
- The Office of Financial Management published the new dollar threshold for commissioner compensation beginning January 1, 2024. The new dollar threshold is \$161 per day with the new annual compensation limit of \$15,456.
- Staff continue to work on preparations for RFP's for the 2024 well rehabilitations projects.
- The district has received inquiries from a consultant for the City of Port Orchard regarding infrastructure around Bethel Road SE and SE Salmonberry Road for a Roundabout Project.

**COMMISSIONERS' REPORTS**

Commissioner Hart requested an estimate of timing schedules for ongoing and future projects. GM Screws will provide as accurate of a schedule as possible. Commissioner Way and Lundberg had nothing to report and wished the staff a Merry Christmas.

**EXECUTIVE SESSION**

No executive session requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:34p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

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Susan Way  
Chairperson

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James Jay Hart  
Vice-Chairperson

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Jerry Lundberg  
Secretary









**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1115-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT  
BOARD OF COMMISSIONERS  
APPROVING REVISED  
OPERATIONS DEPARTMENT JOB DESCRIPTIONS**

**WHEREAS**, the District’s personnel policies include a comprehensive index of employee job descriptions; and

**WHEREAS**, employee job descriptions are updated when needed and the District has determined that some of the positions’ job descriptions need to be updated; **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1.** The Board of Commissioners approves the revised job descriptions for the following positions: Operations Manager, Utility Foreman, GIS/Information Technology Specialist, Utility Specialist III, Utility Specialist II, Utility Specialist I, and Utility Specialist Trainee as revised and hereto attached in Exhibit “A.” The revised Job Descriptions shall be effective upon the adoption of this Resolution.

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on December 20, 2023.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary

# WEST SOUND UTILITY DISTRICT

## Job Description

**Job Title:** Operations Manager

**FLSA:** Exempt

**Reports to:** General Manager

~~This is a full time position.~~ The Operations Manager will be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### General~~Major~~ Function

~~This is a working position that reports directly to the General Manager.~~ The Operations Manager will be responsible for oversight of directing and supervising the Water Distribution and Wastewater Collections employees and to coordination with the Utility Foreman for all ~~field~~ activities necessary to effectively maintain and operate the District. The Operations Manager will work with ~~Customer Service and Finance~~ Administrative staff to ~~assure~~ ensure District administrative policies are implemented. The Operations Manager will be responsible for the review of projects, designs, technical issues, and project management.

The Operations Manager shall ~~schedule jobs, assign tasks, and~~ coordinate all aspects of the district ~~each~~ operations ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.

### Supervision Responsibilities

The Operations Manager shall supervise the Utility Foreman and assist in ~~complete~~ annual performance evaluations on all field crew. He/she shall make recommendations to the General Manager for hiring, ~~terminations~~ firing, promotions, raises, and disciplinary action.

### Management Skills and Aptitude:

1. Commitment to teamwork among peers and subordinates.
2. Promotes worker professionalism - Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
3. Maintains knowledge and ensures compliance with current employment laws and regulations.
4. Plan, organize and implement staff schedules.
5. Plan, organize and schedule employee required training; provide a listing to Human Resources.
6. Interview potential employees.
7. Assure subordinate employee compliance with all District policies.

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

The primary duty of this position is to ~~manage~~<sup>supervise</sup> the Operations Department ~~field operations~~ and to ~~ensure~~<sup>assure</sup> that assignments are being completed in a timely manner and District procedures are being followed.

Specific duties and responsibilities for water and wastewater collection include, but are not limited to:

1. Performs customer service tasks along with construction and maintenance work.
2. Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment.
3. Oversees the work order system to ~~assure~~<sup>ensure</sup> proper record keeping is completed and filed.
4. Schedule and ~~assigns~~<sup>assign</sup> daily work to the operation and maintenance crew(s).
5. Coordinates obtaining the required permits, such as the Kitsap County road excavation permits.
6. ~~Keeps~~<sup>Keep</sup> the General Manager informed of field operations and potential operational problems.
7. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained, and cleaned.
8. Assures the water distribution system (mains, valves, hydrants, and appurtenances) ~~are~~<sup>is</sup> properly operated, maintained, and cleaned.
9. Assures that the ~~cross-connection~~<sup>cross-connection</sup> program is up to date and in accordance with State regulations. This requires supervising the employee(s) assigned as the Cross Connection Control ~~leads~~<sup>Manager</sup>.
10. Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
11. Assures wastewater work orders are addressed in a timely manner.
12. Assures that mapping is maintained and up-to-date.
13. Prepare and manage long and short-term Capital Improvement Projects.
14. Preparation of the water and sewer budgets.
15. Assures that developer extensions of the water system are in accordance with the District-approved plans and are inspected by District personnel.
16. Assures District contract improvements are inspected and completed as per plans and specifications.
17. Prepares minor services and public works contracts.
18. Develop operational strategies to assure local, State and Federal regulatory compliance.
19. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Customer Service staff.
20. Assures that sufficient material and equipment is available for District operations and maintenance with budget requests, periodic inspections, and inventory control program.
21. Maintain a safe working environment. ~~Oversees~~<sup>Supervises</sup> the District safety program. Assigns to subordinate employee to plan, organize, research and develop safety programs.
22. Assure subordinate employee compliance with all District policies.
23. Operates equipment as necessary.

24. Prepares reports as needed.
25. Manages the Janitorial Contractor.
26. Represents West Sound Utility District as assigned by the General Manager, coordinate public presentations, public education and tours.
27. Performs other duties as assigned.

### **Training and Educational Requirements**

~~The employee is required to have a valid Washington State driver's license at all times. A Class B Commercial Endorsement to the Driver's License is required for this employment position within 12 months of employment.~~

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High School graduate ~~ion required~~ or equivalent. A relative college degree, or degree equivalent experience and/or knowledge is preferred.

Certification within 12 months of obtaining the position~~employment~~:

Water Distribution Manager 3  
 Cross Connection Control Specialist  
~~WWCPA Certificate~~ (WWCPA 2 Certification (or higher is preferred)  
~~CDL Class AB Endorsement~~ Traffic Flagging Control  
 First Aid/CPR

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Operations Manager shall have a minimum of ten years' experience with five years in a supervisory or managerial role.

Experience in public water and wastewater systems is desirable.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated Management skills.

- Knowledge of modern Management principles and practices
- Demonstrated knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water system.
- Knowledge of various water-metering devices, valves, pumps, and other equipment related to a public water system.
- Ability to:
  - maintain records;
  - write effective reports;
  - comprehend and use District software;
  - operate the District's equipment;
  - gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field;
  - comprehend technical instructions and repair manuals;
  - deal courteously and tactfully with the public; and
  - establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.

The Operations Manager must be able to communicate effectively both verbally and in writing. ~~P~~~~Should~~ possess good judgment and the ability to make decisions without supervision; excellent leadership skills; and ~~the ability~~~~the capability~~ to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to 24-hour on call availability. The work hours may be adjusted to meet requirements of the district.

### **Physical Stamina**

The Operations Manager must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the

ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a four-foot deep trench.

### Experience

~~Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.~~

~~The Operations Manager shall have a minimum of ten years' experience with five years in a supervisory or managerial role.~~

~~Experience in public water and wastewater systems is desirable.~~

### Other

The Operations Manager is considered a safety-sensitive position under District Policies.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Operations Manager

**FLSA:** Exempt

**Reports to:** General Manager

The Operations Manager will be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **General Function**

The Operations Manager will be responsible for oversight of the Water Distribution and Wastewater Collections employees and coordination with the Utility Foreman for all activities necessary to effectively maintain and operate the District. The Operations Manager will work with Administrative staff to ensure District administrative policies are implemented. The Operations Manager will be responsible for the review of projects, designs, technical issues, and project management.

The Operations Manager shall coordinate all aspects of the district operations ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.

### **Supervision Responsibilities**

The Operations Manager shall supervise the Utility Foreman and assist in annual performance evaluations on all field crew. He/she shall make recommendations to the General Manager for hiring, terminations, promotions, raises, and disciplinary action.

### **Management Skills and Aptitude:**

1. Commitment to teamwork among peers and subordinates.
2. Promotes worker professionalism - Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
3. Maintains knowledge and ensures compliance with current employment laws and regulations.
4. Plan, organize and implement staff schedules.
5. Plan, organize and schedule employee required training; provide a listing to Human Resources.
6. Interview potential employees.
7. Assure subordinate employee compliance with all District policies.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work



requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

The primary duty of this position is to manage the Operations Department to ensure that assignments are being completed in a timely manner and District procedures are being followed.

Specific duties and responsibilities for water and wastewater collection include, but are not limited to:

1. Performs customer service tasks along with construction and maintenance work.
2. Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment.
3. Oversees the work order system to ensure proper record keeping is completed and filed.
4. Schedule and assign daily work to the operation and maintenance crew(s).
5. Coordinates obtaining the required permits, such as the Kitsap County road excavation permits.
6. Keep the General Manager informed of field operations and potential operational problems.
7. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained, and cleaned.
8. Assures the water distribution system (mains, valves, hydrants, and appurtenances) are properly operated, maintained, and cleaned.
9. Assures that the cross-connection program is up to date and in accordance with State regulations. This requires supervising the employee(s) assigned as the Cross Connection Control leads.
10. Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
11. Assures wastewater work orders are addressed in a timely manner.
12. Assures that mapping is maintained and up-to-date.
13. Prepare and manage long and short-term Capital Improvement Projects.
14. Preparation of the water and sewer budgets.
15. Assures that developer extensions of the water system are in accordance with the District-approved plans and are inspected by District personnel.
16. Assures District contract improvements are inspected and completed as per plans and specifications.
17. Prepares minor services and public works contracts.
18. Develop operational strategies to assure local, State and Federal regulatory compliance.
19. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Customer Service staff.
20. Assures that sufficient material and equipment is available for District operations and maintenance with budget requests, periodic inspections, and inventory control program.
21. Maintain a safe working environment. Oversees the District safety program. Assigns to subordinate employee to plan, organize, research and develop safety programs.
22. Assure subordinate employee compliance with all District policies.
23. Operates equipment as necessary.
24. Prepares reports as needed.
25. Manages the Janitorial Contractor.
26. Represents West Sound Utility District as assigned by the General Manager, coordinate public presentations, public education and tours.
27. Performs other duties as assigned.

## **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High School graduate or equivalent. A relative college degree, or degree equivalent experience and/or knowledge is preferred.

Certification within 12 months of obtaining the position:

Water Distribution Manager 3  
Cross Connection Control Specialist  
WWCPA 2 Certification (or higher is preferred)  
Traffic Flagging Control  
First Aid/CPR

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

## **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Operations Manager shall have a minimum of ten years' experience with five years in a supervisory or managerial role.

Experience in public water and wastewater systems is desirable.

## **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated Management skills.
- Knowledge of modern Management principles and practices
- Demonstrated knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water system.
- Knowledge of various water-metering devices, valves, pumps, and other equipment related to a public water system.

- Ability to:
  - maintain records
  - write effective reports
  - comprehend and use District software
  - operate the District's equipment
  - gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field
  - comprehend technical instructions and repair manuals
  - deal courteously and tactfully with the public, and
  - establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.

The Operations Manager must be able to communicate effectively both verbally and in writing. Possess good judgment and the ability to make decisions without supervision; excellent leadership skills; and the ability to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to 24-hour on call availability. The work hours may be adjusted to meet requirements of the district.

### **Physical Stamina**

The Operations Manager must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a four-foot deep trench.

### **Other**

The Operations Manager is considered a safety-sensitive position under District Policies.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Foreman

**FLSA:** Non-Exempt

**Reports to:** Operations Manager

### **General Function**

The Utility Foreman will supervise the water/sewer crew and will have superior technical skills and professional knowledge as a result of more applicable experience and more extensive training. The Utility Foreman will be assigned primary and secondary specific tasks by the Operations Manager. The Utility Foreman will work with the Administrative Customer Service staff to ~~assure~~ ensure District administrative policies are implemented. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

The Utility Foreman shall perform duties with the minimum of supervision in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Operations Manager and Utility Foreman will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

The Utility Foreman will supervise the activities of the water/sewer crew, consisting of the Utility Specialists I1, II2, III3, ~~and~~ Trainee and GIS/Information Technology Specialist. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

The Utility Foreman will coordinate with District contractors on assigned projects.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Plans, organizes, and supervises the work of assigned employees in the operation and maintenance of the potable water system and wastewater collection system.
2. ~~Evaluates~~ Evaluate those employees ~~which~~ who report to the Utility Foreman.
3. Make recommendations regarding the discipline, transfer, and termination of subordinate employees.

4. Supervises and assists in the preventive maintenance for water and wastewater systems, maintenance equipment, and vehicles.
5. Inspect facilities to determine efficiency of operation, cleanliness, and maintenance requirements; implements necessary corrective actions.
6. Analyzes and recommends improvements to existing facilities, equipment and operating systems. Serves as pre-treatment coordinator to assure an effective grease and oil/water separator program.
7. Assist in the development, review and updates of district long-range plans.
8. Assists in the preparation and monitoring of budget requirements.
9. Orders supplies and equipment as directed and as necessary.
10. Recommends development of and implements policies, procedures, and safety regulations related to area of assignment to assure efficient, safe, and effective operations in compliance with legal requirements and district policies and objectives.
11. Prepares and submits daily, weekly, monthly, and annual reports and other related documents, as required.
12. Responds to, or supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
13. Complies with the District safety program.
14. Performs other related duties as assigned.

### **Training and Educational Requirements**

~~The employee is required to have a valid Washington State driver's license with a Class A Endorsement with air brake and tanker endorsement at all times. Must have the ability to obtain hazmat endorsement.~~

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education:      High school graduate or equivalent. A relative college degree, or degree equivalent experience and/or knowledge is preferred.

Certification within 12 months of obtaining the position:

Water Distribution Manager 3  
WWCPA Specialist 2 Certification (or higher is preferred)  
 Traffic Flagging Control  
 First Aid/CPR

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Crew Leader shall have a minimum of eight (8) years of experience in public water and/or wastewater systems, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water and wastewater system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water and wastewater system.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Organize and oversee work programs, including monitoring budgets and funding, work schedules, and progress reviews.
- Read and interpret blueprints, plans and drawings. Assist in developing ~~short and long range~~ short- and long-range plans and objectives.
- Ability to:
  - Maintain records-
  - Operate the District's equipment-
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field-
  - Comprehend technical instructions and repair manuals-
  - Deal courteously and tactfully with the public; and-
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.

The Utility Foreman ~~Crew Leader~~ must be able to communicate effectively both verbally and in writing. ~~and should p~~ Possess good judgment and the ability to make decisions without supervision; excellent leadership skills; and the ability to interact ~~deal~~ with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to

extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to ~~24-hour on-call~~24-hour on-call availability. The work hours may be adjusted to meet ~~requirements~~the requirements of the district. ~~The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.~~

### **Physical Stamina**

The ~~Water Utility Foreman Supervisor~~ must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten feet. The incumbent must be able to climb in and out of a four-foot deep trench.

### **Other**

The Utility Foreman is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*



# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Foreman

**FLSA:** Non-Exempt

**Reports to:** Operations Manager

### **General Function**

The Utility Foreman will supervise the water/sewer crew and will have superior technical skills and professional knowledge as a result of more applicable experience and more extensive training. The Utility Foreman will be assigned primary and secondary specific tasks by the Operations Manager. The Utility Foreman will work with the Administrative staff to ensure District administrative policies are implemented. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

The Utility Foreman shall perform duties with the minimum of supervision in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Operations Manager and Utility Foreman will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

The Utility Foreman will supervise the activities of the water/sewer crew, consisting of the Utility Specialists I, II, III, Trainee and GIS/Information Technology Specialist. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

The Utility Foreman will coordinate with District contractors on assigned projects.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Plans, organizes, and supervises the work of assigned employees in the operation and maintenance of the potable water system and wastewater collection system.
2. Evaluate employees who report to the Utility Foreman.
3. Make recommendations regarding the discipline, transfer, and termination of subordinate employees.

4. Supervises and assists in the preventive maintenance for water and wastewater systems, maintenance equipment, and vehicles.
5. Inspect facilities to determine efficiency of operation, cleanliness, and maintenance requirements; implements necessary corrective actions.
6. Analyzes and recommends improvements to existing facilities, equipment and operating systems. Serves as pre-treatment coordinator to assure an effective grease and oil/water separator program.
7. Assist in the development, review and updates of district long-range plans.
8. Assists in the preparation and monitoring of budget requirements.
9. Orders supplies and equipment as directed and as necessary.
10. Recommends development of and implements policies, procedures, and safety regulations related to area of assignment to assure efficient, safe, and effective operations in compliance with legal requirements and district policies and objectives.
11. Prepares and submits daily, weekly, monthly, and annual reports and other related documents, as required.
12. Responds to, or supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
13. Complies with the District safety program.
14. Performs other related duties as assigned.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent. A relative college degree, or degree equivalent experience and/or knowledge is preferred.

Certification within 12 months of obtaining the position:

Water Distribution Manager 3  
 WWCPA Specialist 2 Certification (or higher is preferred)  
 Traffic Flagging Control  
 First Aid/CPR

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Crew Leader shall have a minimum of eight (8) years of experience in public water and/or wastewater systems, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water and wastewater system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water and wastewater system.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Organize and oversee work programs, including monitoring budgets and funding, work schedules, and progress reviews.
- Read and interpret blueprints, plans and drawings. Assist in developing short- and long-range plans and objectives.
- Ability to:
  - Maintain records
  - Operate the District's equipment
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field
  - Comprehend technical instructions and repair manuals
  - Deal courteously and tactfully with the public; and
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.

The Utility Foreman must be able to communicate effectively both verbally and in writing. Possess good judgment and the ability to make decisions without supervision: excellent leadership skills; and the ability to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to 24-hour on-call availability. The work hours may be adjusted to meet the requirements of the district.

### **Physical Stamina**

The Utility Foreman must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground,

bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten feet. The incumbent must be able to climb in and out of a four-foot deep trench.

### **Other**

The Utility Foreman is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** GIS /Information Technology Specialist

**FLSA:** Non-Exempt

**Reports to:** ~~Operations Manager~~ Utility Foreman

### **General Function**

The Specialist maintains the digital mapping systems and the Computerized Maintenance Management System (CMMS) for West Sound Utility District. The employee is responsible for producing and updating District maps, graphs and charts to be used as public documents and, in addition, he/she is responsible for developing and maintaining accurate data and up-to-date information in the CMMS program.

The employee works collaboratively with the Utility Foreman and Operations Manager to continuously develop, operate and maintain the GIS/CMMS, including components of the databases, hardware and software. The employee may work on special projects as directed by the General Manager or Operations Manager.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Creates, maintains and updates District GIS maps for purposes of utility location and identification, planning and presentation to the public. This includes maps, parcel maps, aerial maps, topographic maps, land use and all other related maps.
2. Assures the integrity, security and effective performance of the GIS/CMMS program database that integrates computer technology, which utilizes multi-layer ~~geo-spatial~~ geospatial data on district geographic boundaries, features, addresses, utilities and locations.
3. Develop GIS/CMMS applications in support of District goals. Coordinates and prioritizes GIS/CMMS development projects with other District departments, associations, and outside agencies. Works with District users to develop project objectives. Plans development projects to assure that GIS/CMMS projects meet objectives. Evaluate trends; anticipate problems, and reports on the status and performance of GIS/CMMS projects.
4. Coordinates development of component layers and structure of spatial data. Coordinates plans to acquire, exchange, share, and integrate digital data.

5. Assures effective communication of GIS/CMMS issues, analyzes problems and recommends solutions to meet standards and guidelines.
6. Compiles geographic data from a variety of sources. Scans, rectifies and digitalizes data. Edits and refines GIS/CMMS data, updates databases, and performs quality control checks to data integrity.
7. Coordinates with the Utility and SKWRF Crew for assistance in collecting infrastructure location data with GPS equipment.
8. Assist in the development, review and updates of district long-range plans.
9. Responds to inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the public, providing information within the scope of knowledge and authority, or refers to the appropriate individual.
10. Ensure security and privacy of networks and computer systems.
11. Provides orientation and guidance to users on how to operate new software, communication and electronic devices.
12. Performs troubleshooting to diagnose and resolve problems.
13. Installs and configures appropriate software and functions according to specifications.
14. Sets up workstations with computers and necessary peripheral devices.
15. Checks computer, communication and electronic systems to ensure functionality.
16. Responds to, and supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the public, providing information within scope of knowledge and authority, or refers to appropriate individual.
17. SCADA network infrastructure
18. Tier 1 tech support
19. Application maintenance
20. POC for onsite technical assistance
21. Work with operation staff to develop and maintain maintenance program procedures
22. Be familiar with the general duties of Operations staff.
23. Become familiar with facility systems such as: HVAC, security and fire systems.
24. Be familiar with and assist with the implementation of Cross Connection regulations and procedures.
- ~~17.~~25. Implement, provide training, and maintain mobile workstations.
- ~~18.~~26. Performs other related duties as assigned.

### **Training and Education Requirements**

The minimum training and education desired include:

Education: Associate's Degree in GIS, IS or other related field  
GIS or surveyor technical training

Certification: First Aid  
Traffic Flagging Control  
Cross Connection Control Specialist (CCS)

The employee is required to have a valid Washington State driver's license.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge and abilities.

The Specialist should have a minimum two (2) years of responsible technical experience in the use of operations of geographical information system or an equivalent combination of training, education and experience.

### **Knowledge, Skill and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Competency with computerized mapping systems.
- Competency with CMMS programs.
- Competency with AutoCAD/Visio drafting techniques.
- Competency with the safe and effective use of survey grade GPS equipment.
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities and water distribution systems.
- Methods, planning, organizing managing programming and troubleshooting problems with GIS/CAD and other software and computers, designing databases.
- Read and interpret blueprints, plans and drawings. Assist in developing short and long-range plans and objectives.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records of assigned activities, designs and operations.

### **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk, drafting table or computer terminal, but may also require travel to meetings and field inspections. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards. Duties require visual inspection of drawings, maps, exhibits, brochures, technical reports, graphic illustrations, displays, charts, graphs, signs, pamphlets, literature and related materials.

### **Physical Stamina**

The GIS Specialist must have overall stamina and ability to perform moderate physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working

in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. ~~Specific vision abilities include close, distant and peripheral vision, depth perception and to adjust focus.~~ The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet.

The incumbent must be able to climb in and out of a four-foot deep trench.

### **Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*



# WEST SOUND UTILITY DISTRICT

## Job Description

---

**Job Title:** GIS /Information Technology Specialist

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Specialist maintains the digital mapping systems and the Computerized Maintenance Management System (CMMS) for West Sound Utility District. The employee is responsible for producing and updating District maps, graphs and charts to be used as public documents and, in addition, he/she is responsible for developing and maintaining accurate data and up-to-date information in the CMMS program.

The employee works collaboratively with the Utility Foreman and Operations Manager to continuously develop, operate and maintain the GIS/CMMS, including components of the databases, hardware and software. The employee may work on special projects as directed by the General Manager or Operations Manager.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Creates, maintains and updates District GIS maps for purposes of utility location and identification, planning and presentation to the public. This includes maps, parcel maps, aerial maps, topographic maps, land use and all other related maps.
2. Assures the integrity, security and effective performance of the GIS/CMMS program database that integrates computer technology, which utilizes multi-layer geospatial data on district geographic boundaries, features, addresses, utilities and locations.
3. Develop GIS/CMMS applications in support of District goals. Coordinates and prioritizes GIS/CMMS development projects with other District departments, associations, and outside agencies. Works with District users to develop project objectives. Plans development projects to assure that GIS/CMMS projects meet objectives. Evaluate trends; anticipate problems, and reports on the status and performance of GIS/CMMS projects.
4. Coordinates development of component layers and structure of spatial data. Coordinates plans to acquire, exchange, share, and integrate digital data.

5. Assures effective communication of GIS/CMMS issues, analyzes problems and recommends solutions to meet standards and guidelines.
6. Compiles geographic data from a variety of sources. Scans, rectifies and digitalizes data. Edits and refines GIS/CMMS data, updates databases and performs quality control checks to data integrity.
7. Coordinates with the Utility and SKWRF Crew for assistance in collecting infrastructure location data with GPS equipment.
8. Assist in the development, review and updates of district long-range plans.
9. Responds to inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the public, providing information within the scope of knowledge and authority, or refers to the appropriate individual.
10. Ensure security and privacy of networks and computer systems.
11. Provides orientation and guidance to users on how to operate new software, communication and electronic devices.
12. Performs troubleshooting to diagnose and resolve problems.
13. Installs and configures appropriate software and functions according to specifications.
14. Sets up workstations with computers and necessary peripheral devices.
15. Checks computer, communication and electronic systems to ensure functionality.
16. Responds to, and supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the public, providing information within scope of knowledge and authority, or refers to appropriate individual.
17. SCADA network infrastructure
18. Tier 1 tech support
19. Application maintenance
20. POC for onsite technical assistance
21. Work with operation staff to develop and maintain maintenance program procedures.
22. Be familiar with the general duties of Operations staff.
23. Become familiar with facility systems such as: HVAC, security and fire systems.
24. Be familiar with and assist with the implementation of Cross Connection regulations and procedures.
25. Implement, provide training, and maintain mobile workstations.
26. Performs other related duties as assigned.

### **Training and Education Requirements**

The minimum training and education desired include:

Education: Associate's Degree in GIS, IS or other related field  
GIS or surveyor technical training

Certification: First Aid  
Traffic Flagging Control  
Cross Connection Control Specialist (CCS)

The employee is required to have a valid Washington State driver's license.

## **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge and abilities.

The Specialist should have a minimum two (2) years of responsible technical experience in the use of operations of geographical information system or an equivalent combination of training, education and experience.

## **Knowledge, Skill and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Competency with computerized mapping systems.
- Competency with CMMS programs.
- Competency with AutoCAD/Visio drafting techniques.
- Competency with the safe and effective use of survey grade GPS equipment.
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities and water distribution systems.
- Methods, planning, organizing managing programming and troubleshooting problems with GIS/CAD and other software and computers, designing databases.
- Read and interpret blueprints, plans and drawings. Assist in developing short and long-range plans and objectives.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records of assigned activities, designs and operations.

## **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk, drafting table or computer terminal, but may also require travel to meetings and field inspections. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards. Duties require visual inspection of drawings, maps, exhibits, brochures, technical reports, graphic illustrations, displays, charts, graphs, signs, pamphlets, literature and related materials.

## **Physical Stamina**

The GIS Specialist must have overall stamina and ability to perform moderate physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability

to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet.

The incumbent must be able to climb in and out of a four-foot deep trench.

**Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist ~~III~~<sup>3</sup>

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### General Function

The Utility Specialist ~~III~~<sup>3</sup> is a senior Utility Specialist who is proficient in both wastewater collection and water distribution systems. The employee will ~~possess~~<sup>have</sup> technical journeyman level skills, competency and professional knowledge greater than the Utility Specialist ~~II~~<sup>2</sup> ~~in one field~~ as a result of more applicable experience and more extensive training. ~~The employee will also have competent skills and knowledge greater than the Utility Specialist 2 in the other field as a result of experience and training.~~ The Utility Specialist III will work with the Administrative staff to ensure District policies are implemented.

The Utility Specialist ~~III~~<sup>3</sup> will be assigned primary and secondary specific tasks by the Utility Foreman. The employee may be assigned operational and supervisory responsibilities for contract operations for wastewater collections and water.

The Utility Specialist ~~III~~<sup>3</sup> shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Utility Foreman and Utility Specialist III will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### Supervision Responsibilities

Supervision on job sites may be exercised as ~~directed~~<sup>approved</sup> by the ~~applicable~~ Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the ~~work load~~<sup>workload</sup>. In addition to the specific duties of the Utility Specialist I and II, the ~~S~~ specific duties and responsibilities of the Utility Specialist III include, but are not limited to:

~~\_\_\_\_\_~~  
**WATER/WASTEWATER**

1. When assigned, represents the District in contract operations.
2. Coordinates with water and wastewater consultants, as directed.
3. Assists in training/mentoring water and wastewater entry-level employees.
- ~~4.~~ As assigned ~~by the Utility Foreman~~, inspects developer extensions of the water and/or wastewater system for compliance with the District-approved plans.
- ~~4.~~
5. As assigned ~~by the Utility Foreman~~, inspects District contract improvements for compliance with the plans and specifications.
6. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the ~~Customer Service Manager's~~ Administrative staff.
7. Assists in preparing and complying with repair and maintenance schedules on vehicles and ~~equipment~~equipment.
8. Performs customer service along with construction and maintenance work.
9. Submits work orders and other documentation, as required.
10. Complies with work assignments and schedules.
11. Obtaining and complying with permit requirements on projects.
12. Keeps the Utility Foreman informed of field operations and potential operational problems.
13. Complies with the District safety program.
14. Operates equipment as necessary.
15. Recommends development of and implements policies, procedures, and safety regulations related to area of assignment to assure efficient, safe, and effective operations in compliance with legal requirements and district policies and objectives.
16. Orders supplies and equipment as directed and as ~~necessary~~necessary.
17. Prepares reports as needed.
18. Performs other duties as assigned.

**WATER**

- ~~1.~~19. Maintains work priorities and changes priorities to meet changed circumstances, as approved by the Utility Foreman or delegated supervisor.
- ~~2.~~20. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained, and cleaned.
- ~~3.~~21. Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.

**WASTEWATER**

- ~~1.~~22. Assures sewer mains and pipes are properly cleaned, inspected, and maintained.
- ~~2.~~23. Participates in the inspection, repair and replacement of sewer pumps.
- ~~3.~~24. Inspects grease and oil separators to confirm compliance with District ~~standards~~standards.

**Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

~~The employee is required to have a valid Washington State driver's license with a Class A Endorsement with air brake, HazMat and tanker endorsement at all times. Must have the ability to obtain hazmat endorsement.~~

~~Be proficient~~effectively cross-trained in methods and practices of wastewater collections and water systems.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certification: Water Distribution Manager 12 Certification  
WWCPA Specialist 2 Certification  
Traffic Flagging Control  
First Aid/CPR  
Cross-Connection Control Specialist (CCS) certification

Certification within 12 months of obtaining the position:

Water Distribution Manager 2 Certification  
Backflow Assembly Tester (BAT) certification if requested by supervisor.  
Water Treatment Plant Operator (WTPO) certification of a level needed if requested by supervisor.

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist ~~III~~ shall have a minimum of five (5) years of experience in a public water and/or wastewater system, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water system.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Ability to:
  - Set and maintain a higher professional standard than a Specialists 2 employee.
  - Maintain records.
  - Operate the District's equipment.
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
  - Comprehend technical instructions and repair manuals.
  - ~~○ Deal courteously and tactfully with the public.~~
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.
  - Plan projects and organize crew in a leadership role.
  - Maintain and operate District SCADA systems.
  - Perform required sampling, prepare and file reports per DOH standards.
  - Have the knowledge and understanding of the well systems to rotate wells, manage pumping rates, perform and record well soundings.

The Utility Specialist 3 must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact ~~deal with~~ the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to 24-~~hour~~ on call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist 3 must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the



ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift ~~50-pounds~~50 pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a ~~four-foot-deep~~four-foot-deep trench.

**Other**

The Utility Specialist III is considered a safety sensitive position under district policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who ~~posses~~pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist III

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist III is a senior Utility Specialist who is proficient in both wastewater collection and water distribution systems. The employee will possess technical journeyman level skills, competency and professional knowledge greater than the Utility Specialist II as a result of more applicable experience and more extensive training. The Utility Specialist III will work with the Administrative staff to ensure District policies are implemented.

The Utility Specialist III will be assigned primary and secondary specific tasks by the Utility Foreman. The employee may be assigned operational and supervisory responsibilities for contract operations for wastewater collections and water.

The Utility Specialist III shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Utility Foreman and Utility Specialist III will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

Supervision on job sites may be exercised as directed by the Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. In addition to the specific duties of the Utility Specialist I and II, the specific duties and responsibilities of the Utility Specialist III include, but are not limited to:

1. When assigned, represents the District in contract operations.
2. Coordinates with water and wastewater consultants, as directed.
3. Assists in training/mentoring water and wastewater entry-level employees.

4. As assigned, inspects developer extensions of the water and/or wastewater system for compliance with the District-approved plans.
5. As assigned, inspects District contract improvements for compliance with the plans and specifications.
6. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Administrative staff.
7. Assists in preparing and complying with repair and maintenance schedules on vehicles and equipment.
8. Performs customer service along with construction and maintenance work.
9. Submits work orders and other documentation, as required.
10. Complies with work assignments and schedules.
11. Obtaining and complying with permit requirements on projects.
12. Keeps the Utility Foreman informed of field operations and potential operational problems.
13. Complies with the District safety program.
14. Operates equipment as necessary.
15. Recommends development of and implements policies, procedures, and safety regulations related to area of assignment to assure efficient, safe, and effective operations in compliance with legal requirements and district policies and objectives.
16. Orders supplies and equipment as directed and as necessary.
17. Prepares reports as needed.
18. Performs other duties as assigned.
19. Maintains work priorities and changes priorities to meet changed circumstances, as approved by the Utility Foreman or delegated supervisor.
20. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained, and cleaned.
21. Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.
22. Assures sewer mains and pipes are properly cleaned, inspected, and maintained.
23. Participates in the inspection, repair and replacement of sewer pumps.
24. Inspects grease and oil separators to confirm compliance with District standards.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

Be proficient in methods and practices of wastewater collections and water systems.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certification: Water Distribution Manager 1 Certification  
 WWCPA Specialist 2 Certification  
 Traffic Flagging Control  
 First Aid/CPR  
 Cross-Connection Control Specialist (CCS) certification

Certification within 12 months of obtaining the position:

Water Distribution Manager 2 Certification  
Backflow Assembly Tester (BAT) certification if requested by supervisor.  
Water Treatment Plant Operator (WTPO) certification of a level needed if requested by supervisor.

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist III shall have a minimum of five (5) years of experience in a public water and/or wastewater system, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water system.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Ability to:
  - Set and maintain a higher professional standard than a Specialists 2 employee.
  - Maintain records.
  - Operate the District's equipment.
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
  - Comprehend technical instructions and repair manuals.
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.
  - Plan projects and organize crew in a leadership role.
  - Maintain and operate District SCADA systems.
  - Perform required sampling, prepare and file reports per DOH standards.
  - Have the knowledge and understanding of the well systems to rotate wells, manage pumping rates, perform and record well soundings.

The Utility Specialist 3 must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

The employee is subject to 24-hour on call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist 3 must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50 pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a four-foot-deep trench.

### **Other**

The Utility Specialist III is considered a safety sensitive position under district policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist ~~II~~2

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### General~~Major~~ Function

The Utility Specialist ~~II~~2 will have technical ~~journeyman-level~~journeyman-level skills and professional knowledge greater than the Utility Specialist 1 as a result of more applicable experience and more extensive training.

The Utility Specialist ~~II~~2 will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Specialist ~~II~~2 will work with the ~~Customer Service~~Administrative staff to ~~assure~~ensure District ~~administrative~~ policies are implemented.

The Utility Specialist ~~II~~2 shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness and timely completion of projects or assignments. The Utility Foreman and Utility Specialist ~~II~~2 will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### Supervision Responsibilities

Supervision on job sites may be exercised as ~~directed~~approved by the Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the ~~work load~~workload. In addition to the specific duties of the Utility Specialist I, the ~~s~~Specific duties and responsibilities include, but are not limited to:

1. Performs customer service along with construction and maintenance work.
2. Maintains work priorities and changes priorities to meet changed circumstances as approved by the Utility Foreman or delegated supervisor.

3. Assists in preparing and complying with repair and maintenance schedules on vehicles and equipment.
4. Submits work orders and other documentation as required.
5. Complies with work assignments and schedules.
6. Obtaining and complying with permit requirements on projects.
7. Keeps the Utility Foreman informed of field operations and potential operational problems.
8. Cleaning and maintenance of the sewer mains and pipes.
9. Inspection, repair and replacement of sewer pumps.
10. Inspect grease and oil separators to confirm compliance with District ~~standards~~standards.
11. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained and cleaned.
12. Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained and cleaned.
13. As assigned by the Utility Foreman, inspects developer extensions of the water and/or wastewater systems for compliance with the District-approved plans.
14. As assigned by the Utility Foreman, inspects District contract improvements for compliance with the plans and specifications.
15. Assist in the training of less experienced crew members.
16. Orders supplies and equipment as directed and as necessary.
17. Recommends development of and implements policies, procedures and safety regulations related to area of assignment to assure efficient, safe and effective operations in compliance with legal requirements and District policies and objectives.
18. Prepares and submits daily, weekly, monthly and annual reports and other related documents as required.
19. Responds to, or supervises the resolution of, inquiries, complaints, emergencies or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
20. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Administrative~~Customer Service~~ staff.
21. Complies with the District safety program.
22. Operates equipment as necessary.
23. Performs other duties as assigned.

### **Training and Educational Requirements**

~~The employee is required to have a valid Washington State driver's license with a Class A Endorsement with HAZ Mat, air brake and tanker endorsement at all times.~~

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certification: Water Distribution Manager 2 Certification  
WWCPA ~~Specialist~~ 1 Certification  
Traffic Flagging Control  
First Aid/CPR

Certification within 12 months of obtaining the position:

Cross-Connection Control Specialist (CCS) certification

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge and abilities.

The Utility Specialist II2 shall have three (3) years of experience in a public water and/or wastewater system, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and a public water/wastewater systems.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Competency with District maintenance scheduling program.
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities.
- Diagnose problems in collection systems and pump stations.
- Ability to:
  - Maintain records.
  - Operate the District's heavy equipment.



- Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
- Read and interpret blueprints, plans and drawings,
- Assist in developing ~~short and long range~~short- and long-range plans and objectives.
- Comprehend technical instructions and repair manuals.
- ~~Deal courteously and tactfully with the public.~~
- Establish and maintain effective working relations with subordinates, superiors, other District personnel and the public.
- Ability to operate and maintain District work order system.
- Operate District SCADA systems.

The Utility Specialist II2 must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact ~~deal with~~ the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes and—insect stings. ~~—~~The employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to 24-hour on-call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist II2 must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a ~~four-foot-deep~~four-foot-deep trench.

### **Other**

The Utility Specialist II is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who ~~posses~~pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist II

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist II will have technical journeyman-level skills and professional knowledge greater than the Utility Specialist I as a result of more applicable experience and more extensive training.

The Utility Specialist II will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Specialist II will work with the Administrative staff to ensure District policies are implemented.

The Utility Specialist II shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness and timely completion of projects or assignments. The Utility Foreman and Utility Specialist II will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

Supervision on job sites may be exercised as directed by the Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. In addition to the specific duties of the Utility Specialist I, the specific duties and responsibilities include, but are not limited to:

1. Performs customer service along with construction and maintenance work.
2. Maintains work priorities and changes priorities to meet changed circumstances as approved by the Utility Foreman or delegated supervisor.
3. Assists in preparing and complying with repair and maintenance schedules on vehicles and equipment.
4. Submits work orders and other documentation as required.

5. Complies with work assignments and schedules.
6. Obtaining and complying with permit requirements on projects.
7. Keeps the Utility Foreman informed of field operations and potential operational problems.
8. Cleaning and maintenance of the sewer mains and pipes.
9. Inspection, repair and replacement of sewer pumps.
10. Inspect grease and oil separators to confirm compliance with District standards.
11. Assures the water storage facilities (reservoirs and tanks) are properly operated, maintained and cleaned.
12. Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained and cleaned.
13. As assigned by the Utility Foreman, inspects developer extensions of the water and/or wastewater systems for compliance with the District-approved plans.
14. As assigned by the Utility Foreman, inspects District contract improvements for compliance with the plans and specifications.
15. Assist in the training of less experienced crew members.
16. Orders supplies and equipment as directed and as necessary.
17. Recommends development of and implements policies, procedures and safety regulations related to area of assignment to assure efficient, safe and effective operations in compliance with legal requirements and District policies and objectives.
18. Prepares and submits daily, weekly, monthly and annual reports and other related documents as required.
19. Responds to, or supervises the resolution of, inquiries, complaints, emergencies or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
20. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Administrative staff.
21. Complies with the District safety program.
22. Operates equipment as necessary.
23. Performs other duties as assigned.

**Training and Educational Requirements**

The employee is required to have a valid Washington State driver’s license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certification: Water Distribution Manager 2 Certification  
 WWCPA 1 Certification  
 Traffic Flagging Control  
 First Aid/CPR

Certification within 12 months of obtaining the position:

Cross-Connection Control Specialist (CCS) certification

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge and abilities.

The Utility Specialist II shall have three (3) years of experience in a public water and/or wastewater system, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a beginning knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water system.
- Knowledge of occupational hazards and safety precautions applicable to construction and public water/wastewater systems.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- Competency with District maintenance scheduling program.
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities.
- Diagnose problems in collection systems and pump stations.
- Ability to:
  - Maintain records.
  - Operate the District's heavy equipment.
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
  - Read and interpret blueprints, plans and drawings,
  - Assist in developing short- and long-range plans and objectives.
  - Comprehend technical instructions and repair manuals.
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel and the public.
  - Ability to operate and maintain District work order system.
  - Operate District SCADA systems.

The Utility Specialist II must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes and–insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to 24-hour on-call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist II must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a four-foot-deep trench.

### **Other**

The Utility Specialist II is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist ~~I~~+

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist I will have technical-level skills and professional knowledge greater than the Utility Specialist Trainee as a result of more applicable experience and more extensive training.

The Utility Specialist ~~I~~ will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Specialist ~~I~~ will work with the ~~Administrative~~Customer Service staff to ~~assure~~ensure District administrative policies are implemented.

The Utility Specialist ~~I~~ shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Utility Foreman and Utility Specialist ~~I~~ will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

Supervision on job sites may be exercised as ~~directed~~approved by the Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the ~~work load~~workload. Specific duties and responsibilities include, but are not limited to:

1. Performs customer service along with construction and maintenance work.

2. Maintains work priorities and changes priorities to meet changed circumstances, as approved by the Utility Foreman or delegated supervisor.
3. Cleaning and maintenance of the sewer mains, pipes, and manholes.
4. Inspection, repair and replacement of sewer pumps.
5. Inspect grease and oil separators to confirm compliance with District standards.
6. Is ~~technical~~technically competent in the maintenance and operation of the water storage facilities (reservoirs and tanks).
7. Is technically competent in the maintenance and operation of the water distribution system (mains, valves, hydrants, and appurtenances).
8. Prepares and submits daily, weekly, monthly, and annual reports and other related documents as required.
9. Performs meter reading as needed.
10. Performs~~Serve in~~ collateral duties, as assigned.
11. Complies with repair and maintenance schedules on vehicles and equipment.
12. Submits work orders and other documentation, as required.
13. Complies with work assignments and schedules.
14. Complies with permit requirements on projects.
15. Keeps the Utility Foreman informed of field operations and potential operational problems.
16. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the ~~Customer Service Manager's~~ Administrative staff.
17. Complies with the District safety program.
18. Operates equipment as necessary.

### **Training and Educational Requirements**

~~The employee is required to have a valid Washington State driver's license with a Class B Endorsement with air brake, HazMat and tanker endorsement at all times.~~

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certifications: Water Distribution Manager 1  
Traffic Flagging Control  
First Aid/CPR

~~Certification:~~ Certification within 12 months of the position:  
Water Distribution Specialist 1  
WWCPA Specialist 1 Certification  
Traffic Flagging Control  
First Aid/CPR

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.



## Experience

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist I shall have one (1) year of experience in a public wastewater or water systems, preferably with a local governmental entity.

## Knowledge, Skill, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a basic understanding and~~eginning~~ knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water or wastewater systems.
- Knowledge of occupational hazards and safety precautions applicable to construction ~~of~~and a public water or wastewater system.
- ~~Maintain knowledge of the water and wastewater systems-~~Ability to perform duties as on-call and emergency standby personnel.
- Ability to:
  - Maintain records.
  - Operate the District's equipment.
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
  - ~~Comprehend technical instructions and repair manuals.~~
  - ~~Deal courteously and tactfully with the public.~~
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.
  - Maintain and operate District maintenance programs.
  - Navigate District SCADA systems.

The Utility Specialist 1 must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact~~deal~~ with the public in a professional and courteous manner.

## Working Conditions

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The

employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to ~~24-hour on-call~~ 24-hour on-call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist ~~Water I~~ must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a ~~four-foot deep~~ four-foot-deep trench.

### **Other**

The Utility Specialist I is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who ~~posses~~ pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist I

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist I will have technical-level skills and professional knowledge greater than the Utility Specialist Trainee as a result of more applicable experience and more extensive training.

The Utility Specialist I will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Specialist I will work with the Administrative staff to ensure District administrative policies are implemented.

The Utility Specialist I shall perform duties in a professional and responsible manner ensuring the safety, efficiency, cost-effectiveness, and timely completion of projects or assignments. The Utility Foreman and Utility Specialist I will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Supervision Responsibilities**

Supervision on job sites may be exercised as directed by the Utility Foreman and/or Operations Manager. That work would involve coordinating field activities, ensuring projects are completed on schedule, maintaining work priorities, and fully participating in field activities.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Performs customer service along with construction and maintenance work.
2. Maintains work priorities and changes priorities to meet changed circumstances, as approved by the Utility Foreman or delegated supervisor.
3. Cleaning and maintenance of the sewer mains, pipes, and manholes.
4. Inspection, repair and replacement of sewer pumps.
5. Inspect grease and oil separators to confirm compliance with District standards.

6. Is technically competent in the maintenance and operation of the water storage facilities (reservoirs and tanks).
7. Is technically competent in the maintenance and operation of the water distribution system (mains, valves, hydrants, and appurtenances).
8. Prepares and submits daily, weekly, monthly, and annual reports and other related documents as required.
9. Performs meter reading as needed.
10. Performs collateral duties, as assigned.
11. Complies with repair and maintenance schedules on vehicles and equipment.
12. Submits work orders and other documentation, as required.
13. Complies with work assignments and schedules.
14. Complies with permit requirements on projects.
15. Keeps the Utility Foreman informed of field operations and potential operational problems.
16. Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Administrative staff.
17. Complies with the District safety program.
18. Operates equipment as necessary.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license with a Class A, HazMat, and tanker endorsement at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent.

Certifications: Water Distribution Manager 1  
Traffic Flagging Control  
First Aid/CPR

Certification within 12 months of the position:

WWCPA 1 Certification

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist I shall have one (1) year of experience in a public wastewater or water system, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated a basic understanding and knowledge of the methods, procedures, and equipment used in the repair and maintenance of a public water or wastewater systems.
- Knowledge of occupational hazards and safety precautions applicable to construction of a public water or wastewater system.
- Ability to perform duties as on-call and emergency standby personnel.
- Ability to:
  - Maintain records.
  - Operate the District's equipment.
  - Gauge project progress and recommend adjustments to meet deadlines or to adapt to changing conditions in the field.
  - Comprehend technical instructions and repair manuals.
  - Establish and maintain effective working relations with subordinates, superiors, other District personnel, and the public.
  - Maintain and operate District maintenance programs.
  - Navigate District SCADA systems.

The Utility Specialist 1 must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to interact with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to 24-hour on-call availability and on-call duty rotation. The work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist ~~Water~~ I must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. Ability to climb district elevated tanks for sampling and inspection purposes. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet.  
The incumbent must be able to climb in and out of a four-foot-deep trench.

**Other**

The Utility Specialist I is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist Trainee

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist Trainee is an entry level technician position which assists in maintaining and repairing the wastewater collections infrastructure and the water system. This employee shall be cross trained in both water and wastewater systems.

The Utility Specialist Trainee will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Foreman and Utility Specialist Trainee will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the ~~work~~ load/workload. Specific duties and responsibilities include, but are not limited to:

1. Cleaning and maintenance of wastewater and water infrastructure.
2. Inspection, repair and replacement of pumps, valves, and other infrastructure.
3. Inspect grease and oil separators to confirm compliance with District standards.
4. Water quality testing.
5. Meter Reading.
6. Vehicle and equipment maintenance.
7. Cleaning and maintenance of District property and vehicles.
8. Prepares and submits daily, weekly, monthly, and annual reports and other related documents, as required.
9. Serve in collateral duties, as assigned.
10. Performs other related duties as assigned.

### **Training and Education Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent

Within one year of employment, the employee will have acquired:

~~Water Distribution Specialist~~ Manager1 Certification

~~WWCPA Specialist 1 Certification~~

~~Traffic Flagging Control~~

First Aid/CPR

~~Washington State driver's license Class B A with air brake, tanker and HAZMAT endorsement.~~

Washington State driver's license with a Class A, HazMat, and tanker endorsement.

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

Promotion to ~~a~~Utility Specialist ~~I~~I is contingent upon one year of service and the fulfillment of the required certifications/licenses. Promotion to Utility Specialist ~~I~~I is not automatic and depends on the needs of the District and the recommendation of the supervisors.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist Trainee is not required to have experience in ~~a~~public wastewater or water systems, but it is desirable.

### **Knowledge, Skill and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Competency with District maintenance program
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.



- Establish and maintain accurate records of assigned activities and operations.
- Learn and maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- The Utility Specialist Trainee must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to address the public in a professional and courteous manner.

### **Working Conditions**

~~Work is primarily performed in the field with exposure to traffic, varying weather conditions, and hazardous conditions. Exposure to wastewater and various toxic chemicals may present a physical hazard.~~

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to ~~24-hour on-call~~24-hour on-call availability and on-call duty rotation. Work hours may be adjusted to meet ~~requirements~~the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Physical Stamina**

The Utility Specialist Trainee must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, ability to climb water towers and tanks, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a ~~four-foot-deep~~four-foot-deep trench.

### **Other**

The Utility Specialist Trainee is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.*

However, some requirements may exclude individuals who ~~posses~~pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Utility Specialist Trainee

**FLSA:** Non-Exempt

**Reports to:** Utility Foreman

### **General Function**

The Utility Specialist Trainee is an entry level technician position which assists in maintaining and repairing the wastewater collections infrastructure and the water system. This employee shall be cross trained in both water and wastewater systems.

The Utility Specialist Trainee will be assigned primary and secondary specific tasks by the Utility Foreman and/or Operations Manager. The Utility Foreman and Utility Specialist Trainee will evaluate work for quality and timeliness of completed projects through reports, observations, and results obtained.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Cleaning and maintenance of wastewater and water infrastructure.
2. Inspection, repair and replacement of pumps, valves, and other infrastructure.
3. Inspect grease and oil separators to confirm compliance with District standards.
4. Water quality testing.
5. Meter Reading.
6. Vehicle and equipment maintenance.
7. Cleaning and maintenance of District property and vehicles.
8. Prepares and submits daily, weekly, monthly, and annual reports and other related documents, as required.
9. Serve in collateral duties, as assigned.
10. Performs other related duties as assigned.

### **Training and Education Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: High school graduate or equivalent

Within one year of employment, the employee will have acquired:

Water Distribution Manager1 Certification  
Traffic Flagging Control  
First Aid/CPR  
Washington State driver's license with a Class A, HazMat, and tanker endorsement.

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

Promotion to Utility Specialist I is contingent upon one year of service and the fulfillment of the required certifications/licenses. Promotion to Utility Specialist I is not automatic and depends on the needs of the District and the recommendation of the supervisors.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Utility Specialist Trainee is not required to have experience in public wastewater or water systems, but it is desirable.

### **Knowledge, Skill and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Competency with District maintenance program
- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records of assigned activities and operations.
- Learn and maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.
- The Utility Specialist Trainee must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to address the public in a professional and courteous manner.

## **Working Conditions**

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties. Exposure to wastewater and various toxic chemicals may present a physical hazard.

The employee is subject to 24-hour on-call availability and on-call duty rotation. Work hours may be adjusted to meet the requirements of the district. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

## **Physical Stamina**

The Utility Specialist Trainee must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, ability to climb water towers and tanks, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten (10) feet. The incumbent must be able to climb in and out of a four-foot-deep trench.

## **Other**

The Utility Specialist Trainee is considered a safety-sensitive position under District Policy.

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1116-24**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A WAGE STEP INCREASE  
FOR JACOB HOLCOMBE**

**WHEREAS**, Mr. Jacob Holcombe was hired by West Sound Utility District on October 31, 2016, and currently serves as the GIS/Information Technology Specialist for the District; and

**WHEREAS**, a satisfactory performance evaluation of Mr. Holcombe was recently conducted by the Operations Manager, Utility Foreman and reviewed by the General Manager; and

**WHEREAS**, Mr. Holcombe is currently eligible to receive a wage step increase and the General Manager recommends such salary increase confirmed by the Board of Commissioners; **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1.** Effective January 1, 2024, Mr. Holcombe's salary shall be increased from Pay Grade 15, Step 5 (\$7,475.23) per month to Pay Grade 16, Step 5 (\$7,848.99) per month.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a regular scheduled meeting on January 3, 2024.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

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Susan Way  
Chairperson

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James J. Hart  
Vice-Chairperson

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Jerry Lundberg  
Secretary





**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1117-24**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A CHANGE OF POSITION  
FOR MICHAELA HORISHIGE**

**WHEREAS**, Ms. Michaela Horishige was hired by West Sound Utility District on January 3, 2022, to serve as an Accounting/Office Assistant; and

**WHEREAS**, a positive performance evaluation of Ms. Horishige was recently conducted by the Finance Manager and reviewed and discussed with the General Manager; and

**WHEREAS**, Ms. Horishige is currently eligible to receive a wage step increase and the Finance Manager recommends a change of position commensurate with the service level that Ms. Horishige is providing to the District; and

**WHEREAS**, the General Manager recommends such position change and step increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1.** Effective January 1, 2024, Ms. Horishige's position and salary shall be changed from Office/Accounting Assistant, Pay Grade 7, Step 3 (\$4,589.14) per month to Accounting Specialist I, Pay Grade 9, Step 2 (\$4,818.60) per month.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a regularly scheduled meeting on January 3, 2024.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1118-24**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A CHANGE OF POSITION  
FOR AMBER BROOKS**

**WHEREAS**, Ms. Amber Brooks was hired into a regular full-time position on January 1, 2021, to serve as an Accounting/Office Assistant; and

**WHEREAS**, on April 2, 2023, the Board of Commissioners for Ms. Brooks to reduce her work hours to a thirty-two (32) hour work week and work as a part time employee was approved; and

**WHEREAS**, a positive performance evaluation of Ms. Brooks was conducted by the Finance Manager, reviewed and discussed with the General Manager; and

**WHEREAS**, Ms. Brooks is currently eligible to receive a wage step increase and the Finance Manager recommends a change of position commensurate with the service level that Ms. Brooks is providing to the District; and

**WHEREAS**, the General Manager recommends such position change and step increase be confirmed by the Board of Commissioners; **NOW, THEREFORE,**

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1.** Effective January 1, 2024, Ms. Brooks position and salary shall be changed from a part time, Office/Accounting Assistant, Pay Grade 7, Step 3 equivalent to a 0.80 Full Time Employee (\$3,671.31) per month to an Accounting Specialist I, Pay Grade 9, Step 2 equivalent to a 0.80 Full Time Employee (\$3,854.88) per month.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a regularly scheduled meeting on January 3, 2024.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1119-24**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING THE GENERAL MANAGERS  
2024 SALARY ADJUSTMENT**

**WHEREAS**, West Sound Utility District Board of Commissioners executed an Employment Agreement with Mr. Glen R. Screws on June 18, 2018, for Mr. Screws to serve as the District’s General Manager through June of 2021; and

**WHEREAS**, West Sound Utility District Board of Commissioners executed a new Employment Agreement (Exhibit A) with Mr. Glen R. Screws by way of Resolution 961-21 on July 19, 2021 effective July 19, 2021 through May 31, 2024; and

**WHEREAS**, pursuant to the terms and conditions of Mr. Screws’ employment agreement, on January 1 of each year, Mr. Screws’ salary compensation is to be adjusted at a rate of no less than two percent (2%); and

**WHEREAS**, West Sound Utility District Board of Commissioners may provide Mr. Screws with additional compensation as it deems appropriate; **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1.** Effective January 1, 2024, Mr. Screws’ salary shall be increased by \_\_\_\_\_ (\_\_\_\_%) percent.

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on January 3, 2024.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

\_\_\_\_\_  
Susan Way  
Chairperson

\_\_\_\_\_  
James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary