

**Olympic Water and Sewer, Inc.
Position Description**

FLSA:	Hourly / Non-Exempt
POSITION TITLE:	Water/Sewer Technician
DIVISION/DEPARTMENT:	Olympic Water and Sewer, Inc.
REPORTS TO (TITLE):	Operations Supervisor
SUPERVISES:	N/A

POSITION OVERVIEW:

As the Water/Sewer Tech you will ensure the community of Port Ludlow receives potable water distribution/wastewater collection and treatment. You are responsible for ensuring operations are compliant with regulations while minimizing the impact to the environment. You maintain communications in an efficient, professional, and courteous manner. All tasks and interactions are done in a way that upholds the company's mission, vision, and values.

QUALIFICATIONS:

- Associates Degree of applied science or any combination of experience, education and training that would provide the level of knowledge and ability required.
- 1-2 years of water or wastewater experience required
- State certification for Water Distribution Manager 1 OIT, Wastewater Treatment Plant Operator 1 OIT, or participation in Evergreen Rural Water of Washington (ERWOW) apprenticeship program required.
- Ability to obtain State certification for Water Distribution Manager 1 and Wastewater Treatment Plant Operator 1 within 12 months of hire.
- Possess and maintain a valid Washington State driver's license.
- Ability to obtain and maintain a class B CDL in accordance with state licensing requirements within 12 months of hire.
- Ability to work outdoors in adverse weather conditions, and ability to climb water tanks and work in confined spaces.
- Knowledge of the operation and maintenance of wastewater systems including wastewater treatment, collection, and pumping systems.
- Knowledge of governmental rules and regulations as they pertain to public water systems and wastewater systems.
- Knowledge of the operation and maintenance of water systems including water source, storage, treatment, transmission, and distribution.

- Required skills include general problem solving, customer service skills, and the ability to adhere to safety rules and regulations.

ESSENTIAL FUNCTIONS:

- Operation and maintenance of all components of the water and sewer systems for both regulatory compliance and physical upkeep.
- Operation and maintenance in the water system includes well pumping facilities, reservoirs, transmission and distribution, and associated hardware.
- Operation and maintenance in the wastewater system includes treatment, collection, and associated hardware.
- Performs laboratory analysis of water and wastewater samples for both process control and regulatory compliance.
- Ensures adherence to established quality assurance and quality control methodology.
- Prompt, professional, and efficient customer service, including complaints, emergency situations, utility locates, meter installations, and sewer inspections.
- Maintains a professional appearance of facilities through general maintenance required to keep facilities clean, neat and safe.
- Ensures personnel safety through participation in safety meetings, knowledge of safety standards, and adherence to established policies and procedures.
- Uphold the company’s Mission/Vision/Values

ADDITIONAL FUNCTIONS:

- Must reside within 35 miles of the plant preferably on the west side of the Hood Canal Bridge.
- Must be able to work nights, weekends and holidays as dictated by business levels.
- Must be available for after hour emergency call outs and able to respond within 45 minutes to a call out.
- Must comply with company policies and state guidelines pertaining to drug and alcohol testing for CDL drivers.

ENVIRONMENT:

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling			X	
Reaching			X	
Crouching			X	
Kneeling			X	
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs			X	

51lbs to 75lbs	X
76lbs to 100lbs	X
Over 100lbs	X
Manual Dexterity	X
Fine Motor Skills	X
Gross Motor Skills	X
Eye/Hand Co-ord.	X
Near Vision	X
Far Vision	X
Color Recognition	X
Hearing	X

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground/Confined Spaces	X	
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Description and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE