

TOWN OF PE ELL



P.O. BOX 215
111 S. MAIN STREET
PE ELL WA 98572
PHONE: (360) 291-3543
FAX: (360) 291-3919

WATER/SEWER SUPERINTENDENT

Starting Wage: Dependent upon Experience, wage increase on the Union Pay Scale
Full-time Position
Non-Exempt Status
Benefits Package: Medical, Dental, Vision, Vacation, and Union pension
Open Until Filled

Summary

The Water and Sewer Superintendent performs a variety of administrative and supervisory responsibilities in assuring the efficient operation of the Town of Pe Ell Water/Wastewater operations, and supervises maintenance of all Town-owned facilities, parks, streets, and cemeteries.

Essential Duties and Responsibilities

- Testing at both treatment facilities
- Required Maintenance at both treatment facilities
- Ability to respond 24 hrs/day for treatment plant alarms and/or emergencies
- Water meter readings
- Water service installation
- Distribution system repair
- Sewer service installation
- Collection system repair
- Street Maintenance and Repair
- Park, Cemetery, and Facility Maintenance and Repair

This is a general description of the day-to-day operations of the Town, more tasks may be required by the Town Mayor.

Education and Experience

Minimum Qualifications

- Level 1 Water Treatment Certifications
- Level 2 Wastewater Treatment Certification
- High School Graduate or GED equivalent
- Valid Washington State Driver's License

Knowledge, Skills, and Abilities

Knowledge

- Principles and procedures of facility maintenance.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluations.
- Pertinent Federal, State, and local laws, codes, and regulations.

Skills

- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Establish and maintain effective professional working relationships with elected officials, other employees, and the general public.
- Ensure mandated quality standards are obtained; identify and analyze operational and administrative problems and implement necessary procedural change.
- Identify and respond to community issues, concerns, and needs.
- Analyze problems, identify alternative solutions and implement recommendations.
- Research, understand, interpret, explain and comply with laws, regulations, and policies governing water/wastewater operations.

Tools and Equipment

Operate a variety of Yard tools including by not limited to:

- Lawnmowerer
- Weed eater
- Power saw
- Small power tools
- Safety Equipment
- Other job-related equipment

Physical Requirements

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

- Maybe required to sit or stand for extended periods of time.
- Maybe required to frequently stand and walk.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl.
- Vision abilities include close, distant, color and peripheral vision, depth perception and the ability to focus.
- Ability to lift or move objects up to and over 30 lbs. frequently.

Work Environment

The Work Environment described here is representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work outdoors in a cold and wet or hot and dry environment.
- Work generally involves concentration and attention to detail.

Hours of Work

- The Town's standard work week is Monday through Friday from 7:00 am to 4:00 pm with a one-hour lunch period or 7:30 am to 4:00 pm with a half-hour lunch. Due to the nature of the Town's operation, longer hours may be necessary for some instances.
- Occasional attendance at Town sponsored events outside of normal working hours is required.

Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

*To reasonably accommodate an applicant this signed and dated form **MUST** be submitted with an Employment application.*

Applicant Signature

Date

Mayor Signature

Date

Town Clerk Signature

Date