



WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road
PO Box 1390
Woodinville, Washington 98072-1390
(425) 487-4100
FAX (425) 485-6381

COMMISSIONERS

Ed Cebron
Kenneth Goodwin
Tim Matson
Sandra L. Smith
Karen Steeb

GENERAL MANAGER

Ken Howe

POSITION ANNOUNCEMENT

- OPENING DATE:** January 18, 2012
- CLOSING DATE:** February 8, 2012
- POSITION:** Operations & Maintenance Manager
- SALARY RANGE:** \$82,812 – \$107,568 annually, D.O.Q.
- DUTIES:** Leads, plans, organizes, and manages the activities related to the installation, repair, maintenance and operation of water distribution and wastewater collections systems.
- Supervise assigned staff to achieve goals, with available personnel and within budgeted funds; plans and organizes workloads and staff assignments, reviews progress and directs changes in priorities and schedules as needed. Prepare performance evaluations, recommend hires, and make disciplinary recommendations.
- Provides leadership, direction and mentoring. Recommends the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations. Implements policies, procedures, and standards for the efficient and effective operation and maintenance of water distribution and wastewater collection systems, meter reading, facility and equipment maintenance.
- REQUIREMENTS:** Five years progressively responsible management or supervisory experience in a public utility or water and sewer district. High School Diploma or GED with additional course work in the technical, leadership, management, or other applicable aspects of the business. Valid Washington State Driver's License and proof of insurability. Water Distribution Manager III Certification within 1 year of hire. Cross Connection Control Specialist Certificate within 18 months of hire. A Wastewater Treatment Operator Certification is preferred but not required.
- HIRING PROCESS:** Upon completion of initial review, selected applicants will be contacted for additional information and possible interviews.
- WORK ENVIRONMENT:** Work is performed in the office with field inspections of work sites where employees may risk physical hazard from traffic, heavy equipment and obstacles. Subject to on-call status, 24 hours a day, for emergency situations.
- TO APPLY:** Submit 3 copies of: 1) a cover letter highlighting your interest and special qualifications for the position; 2) District Application Form and 3) your resume to: Attn: Joe Horvath, Woodinville Water District, PO Box 1390, Woodinville, WA 98072-1390. Additional information and forms can be found by clicking on the Employment tab at www.woodinvillewater.com.

**THE WOODINVILLE WATER DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**