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## Assistant Manager

### Naselle Water Company

P.O. Box 171

### Naselle, WA 98638

The Assistant Manager (WDM II, WTP01 & CCS) interfaces with customers and regulators to provide safe and clean water supply to nearly 600 residences in Naselle, WA. This position requires an honest, hard-working, self-motivated person with excellent interpersonal skills, strong verbal communication abilities, attention to detail, works well independently, time management skills, be adept at problem-solving, and have a responsive customer service focus demonstrating the integrity and accountability to maintain and enhance our water system.

The Assistant Manager is responsible for performing the water system's daily operations and maintenance activities at or above acceptable public health practices and water industry standards (chapter 246-290 WAC). **Duties include but are not limited to the following:**

Handle complaints and answer questions from the public (customers).

Maintain logs of daily plant reads and operations.

Operate and maintain plant, distribution system and reservoirs.

Monitor, maintain, troubleshoot, and repair pump stations, system machinery, related equipment, and vehicles.

Maintains grounds and buildings.

Inspect new construction, residential and commercial service issues.

Install new water services, lay, and fit pipelines, water line taps, valves, and other water devices.

Install, maintain, and repair water meters and related service lines. Identify service and main leaks and repair/replace as needed.

Install, inspect, and monitor backflow devices.

Collect samples and submit for laboratory testing to ensure compliance with established permits and regulations.

Conduct water quality monitoring, maintaining adequate records and taking follow-up action, if necessary, to comply with state and federal drinking water regulations.

Analyzing, reviewing, and keeping records of instrument readings and laboratory test results, determining the location and causes of any malfunctions.

Perform field duties related to the water system.

Operate pipe locators. Perform utility underground locating, marking and notification 24 hours/day.

Perform emergency repairs to water lines as necessary. Identifying and implementing remedial actions in an emergency and, if applicable, making necessary repairs or resolving

problems, or directing contractors to make essential repairs or solve problems  
Establish proper traffic control devices.  
Read meters monthly, turn services off and on as necessary.  
Reports problems and provides status updates to the Board of Trustees and provides recommendations.  
Attends Naselle Water Company meetings.

### **Physical demands and work environment**

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; climbing ladders; work at heights and in confined spaces; standing for extended periods of time; bending at the waist; lifting and carry heavy objects generally weighing 75-100 pounds; pushing, pulling; kneeling and crouching; perform strenuous physical tasks. Work environment is mainly outdoors; noise from equipment operation; seasonal heat and cold or adverse weather conditions; exposure to gases, chemicals, handling of microorganisms; work around pressurized systems and equipment having moving parts; perform work around electrical equipment and high voltages; subject to responding to emergencies on a 24-hour basis and call back provisions

### **Certifications and other Requirements**

**Must be 18 years of age, have a high school diploma or GED.**

Washington State DOH Water Distribution Manger II Certification (WDM II) after 3 years in position.

Washington State DOH Water Treatment Plant Operator I Certification (WTPO I) after 1 year in position.

Washington State DOH Cross Connection Control Specialist (CCS) after 1 year in position.

Valid Washington State Driver's License with clean driving record.

Must be able to pass drug test and background check.

### **Salary and benefits**

Naselle Water Company offers competitive salary and benefits. Salary range \$22.00 to \$30.00/hr. DOQ Medical provided to employee by company, Employer contributed retirement program, Paid Vacation, Sick leave, and Holidays.

Please send resume with references or contact Naselle Water Company, PO Box 171 Naselle, WA 98638, (360) 214-2760, Email to [naselle\\_H20@live.com](mailto:naselle_H20@live.com) attention hiring manager. **Closes July 29<sup>th</sup>, 2022, or until filled.**

If you would like more information, please visit our website at <https://nasellewater.com/>