

## THREE LAKES WATER ASSOCIATION

## JOB DESCRIPTION

**Title:** Operation Manager-Water      **Salary:** DOQ

**Reports To:** Board of Directors

### Summary

The Operation Manager who makes the decisions regarding the daily operational activities of a private water system, water treatment facility and/or distribution system that will directly impact water quality and/or quantity of drinking water including, but not limited to, decisions concerning process control and system integrity.

### Essential Job Functions

- Ensure all daily operational and maintenance activities of the water system are completed in accordance with acceptable public health practices and water industry standards.
- Perform water quality monitoring, maintain adequate records and take follow-up action if necessary, to comply with state and federal drinking water regulations.
- Implement preventative maintenance programs; and inspect treatment and other system components for malfunctions; keep adequate records; and make needed repairs.
- Analyze/review recording-instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly; and maintain a record of these.
- Implement a cross-connection control program.
- Determine remedial actions in emergencies, and be available 24 hours a day.

### Required Knowledge, Skills, and Abilities

- Must meet renewal and professional growth requirements.
- Ability to work effectively with Board of Directors, members, bookkeeper, engineering firm, contractors, attorneys, CPA, DOH, and any other agencies.
- Ability to organize, set priorities and make decisions and follow through on situations requiring evaluation and judgment.

### Required Physical Traits

- Manual dexterity to utilize a computer and standard office equipment.
- Visual acuity to read written and numerical materials.
- Ability to speak and hear to exchange information.
- Ability to bend, kneel, and stretch.

### Qualifications

**Must have a WDM2 Certification or WDM1, and eligible for WDM2 Certification within 6 months of employment. Must have a valid Washington State Driver's License and a driving record acceptable for insurance coverage.**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Failure to operate the water system in accordance with state and federal drinking water laws and regulations and Board of Directors policy, procedures and by-laws can result in removal from position.

**Send Resume to: PO Box 24, Snohomish WA 98291**