



504 Clubhouse Way SW
Desert Aire, WA 99349

www.desertaire.org
guillen@desertaire.org

Phone: (509) 932-5202
Fax: (509) 932-5844

Water Department Assistant Manager Job Description

Minimum Requirements:

1. Must be 18 years of age or older
2. Must be physically fit and conditioned for work out doors in all types of weather. Physical impairments may interfere with some of the requirements of the type of work necessary for this position.
3. Must have a valid Washington State Drivers License.
4. Must have a high school Diploma or GED Certificate.
5. Must be able to speak, read and write fluent English.
6. Shall pass the Washington State Department of Health Certification Examination test within one year of hire, if not currently Certified WDM-II.
7. Must be able to work all hours and be available for after hours calls and weekends.
8. Must be able to work well with others, and the public as well as Unsupervised.

Needed Skills:

1. Record keeping and research skills.
2. Attention to detail.
3. Map reading, and interpreting the Laws that govern our operation.
4. Strong communications skills.
5. Computer knowledge, Word processing, spread sheets, databases.
6. Knowledge of electrical wiring, plumbing skills, and operation of control systems.
7. Operation of equipment such as Backhoe and other pieces of equipment.
8. Must be able to learn needed skills and techniques as well as attend required classes periodically to retain certification.
9. Organizational skills are a must, self motivated and able to problem solve while under pressure.
10. Be able to work with any and all forms of power and hand tools, safely and correctly.

Job Description:

This is a full time hourly paid position, minimum of 40 hours per week. Over time and after hours call outs are all part of this job. Over time work must be approved by Water Department Manager in order for it to be recognized. All after hours call outs have to be documented.

This position is to fill the vacancy of Assistant Water Department Manager for Desert Aire Owners Association. This person's responsibility is as follows.
To assist the Department manager in the day to day operation of the entire water system. Further to fill in as department head in the absence of the manager.

This position requires that the successful applicant is available for emergency call outs 24 hours per day 365 days per year. Further with in 30 days of hire, must live within 15-minute response time distance from Desert Aire.

Specific responsibilities:

To take care of the day to day tasks of operation and maintenance of the water system. To assist in planning and decision making over needed improvements scheduling projects as well as keeping the manager informed of needs and conditions on the system. The day to day responsibilities include, checking wells for problems and chlorine levels in the tanks. Full inspection of all facilities of the water department. Clean up as needed at all sights and maintenance at the same as needed. To assist in the water sampling that is done. Working and learning all of the components in the system to become knowledgeable in all phases of its operation. Doing meter readings every quarter as well as special reads as needed. Meter and service installations as they come in as well as meter change outs when scheduled to be done. Working closely with other contractors, the PUD and any other concerns that effect our water system. Keeping records of work done as well as reports on testing that is done in the field. Inspections of construction and plumbing and monitoring of property development. When time permits to assist in other departments as is needed. To respond to emergencies involving the water system and initiate isolation of the emergency and start repairs. To do any and all parts of the department that may be needed as directed to by the Manager, and the State Department of Health. To maintain certification with the State in accordance with State WAC's. This position will involve a degree of heavy physical labor from time to time, which is part of this job description. Rarely should any heavy loads of over 70 lbs. be encountered without assistance from others or equipment.

Classification:

Seasonal/Part Time/Full Time

Salary: \$18.00-\$23.00/ Hr.

Levels of certification; OIT & Class + Test=\$1; WDM-I=\$1; CCS=\$1; BAT=\$1;
WDM-II=\$1