

**OLYMPIC WATER AND SEWER, INC.  
POSITION DESCRIPTION**

**FLSA:** Hourly -Non Exempt

**POSITION TITLE:** Water/Sewer Technician II

**DIVISION/DEPARTMENT:** Olympic Water and Sewer, Inc.

**REPORTS TO (TITLE):** Operations Supervisor

**SUPERVISES:** N/A

**DATE (Revised):** February 2002, 9/18/08, 10/30/08, 9/3/09, 11/3/11

---

**BASIC FUNCTION:**

Operation and maintenance of Olympic Water and Sewer facilities.

**QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

- Must reside within 20 miles of the plant on the West side of the Hood Canal bridge.

**MINIMUM EDUCATION:** Associates Degree or equivalent.

**MINIMUM EXPERIENCE:**

- 3-4 years plus State certification for Water Distribution Manager I and Wastewater Treatment Plant Operator Group I or the ability to obtain certifications within 18 months of hire.

**SKILLS:**

- Knowledge of the operation and maintenance of water and wastewater systems including water source, storage, treatment, transmission, and distribution, and wastewater treatment, collection, and pumping systems. Knowledge of governmental rules and regulations as they pertain to public water and wastewater systems. Required skills include general problem solving, customer service skills, and the ability to adhere to safety rules and regulations.
- Ability to obtain a class B CDL in accordance with state licensing requirements within 12 months of hire.

**ESSENTIAL FUNCTIONS:**

- Operation and maintenance of all components of the water and sewer systems for both regulatory compliance and physical upkeep. Operation and maintenance in the water system includes well pumping facilities, reservoirs, transmission and distribution, and associated hardware. Operation and maintenance in the wastewater system includes treatment, collection, and associated hardware.
- Performs laboratory analysis of water and wastewater samples for both process control and regulatory compliance. Ensures adherence to established quality assurance and quality control methodology.

- Prompt, professional, and efficient customer service, including complaints, emergency situations, utility locates, meter installations, and sewer inspections.
- Maintains a professional appearance of facilities through general maintenance required to keep facilities clean, neat and safe.
- Ensures personnel safety through participation in safety meetings, knowledge of safety standards, and adherence to established policies and procedures.

**MARGINAL FUNCTIONS:**

1. Uphold the company's Mission/Vision/Values
2. Must be able to work nights, weekends and holidays as dictated by business levels.
3. Must be available for after hour emergency call outs. Must be able to respond within 30 minutes to a call out.
4. Must comply with company policies and state guidelines pertaining to drug and alcohol testing for CDL drivers.
5. Uphold the company's Mission/Vision/Values.

**6. ENVIRONMENT:**

**POSITION ANALYSIS/SPECIFICATIONS**

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling			X	
Reaching			X	
Crouching			X	
Kneeling			X	
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing			X	

**ENVIRONMENTAL FACTORS**

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground	X	
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

---

**IMPORTANT DISCLAIMER NOTICE:**

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

---

**NAME**

---

**DATE**