



# OPERATIONS & MAINTENANCE MANAGER

**\$88,233 - \$111,613**

*Plus Excellent Benefits*

*Apply by*

**June 17, 2018**

*(First Review, Open Until Filled)*



## WHY APPLY



Located just 21 miles south of the Canadian border along I-5, and 90 miles from Seattle, the Lake Whatcom Water & Sewer District is headquartered in Bellingham, Washington;

an award-winning city that offers a rich variety of recreational, cultural, educational and economic activities, as well as natural beauty and exceptional schools in an exciting area to live. National Geographic Adventure Magazine has named Bellingham one of the "Top 10 Adventure Towns in the U.S." Sunset Magazine recognized Bellingham as one of "The West's Best Places to Live." In 2014, Forbes magazine deemed Bellingham one of the "Best Places to Retire and Live."

Offering small town charm, beautiful scenery and a great organization with dedicated staff, Lake Whatcom Water & Sewer District offers an experienced operations professional an outstanding career opportunity in a great place to live!

The District's work schedule allows employees to take advantage of all that the Bellingham area has to offer. Operations and maintenance staff work a 4-day 10-hour schedule during spring, summer & fall providing 3-day weekends for recreational activities, then rotate to a traditional 5-day 8-hour schedule during the winter months.

## THE COMMUNITY

Bellingham has over 83,000 residents who enjoy being close to Seattle, Mount Baker, Vancouver, BC and the San Juan Islands. The city is well regarded for its relaxed and laid-back vibe, with a variety of traditional annual events, including a farmer's market, multiple food and music festivals, and recreational bike and ski races. The citizenry is active and passionate about protecting environmental health, enhancing quality of life and promoting distinctive neighborhoods.

For sports and outdoor enthusiasts, Bellingham's mild climate offers year-round recreational opportunities, including numerous golf courses, snow sports, boating, paddling, and fishing. The city also offers over 61 miles of bike lanes and 68 miles of hiking trails.

Bellingham is home to an award-winning school system, and a historic downtown area that consists of restaurants, art galleries and specialty shops, along with a mix of brew pubs, wine bars and cafes. Nearby institutions of higher learning include Western Washington University, Whatcom Community College, and the Bellingham Technical College, all of which call Bellingham home.



## THE ORGANIZATION

While headquartered in the city of Bellingham, the District's service area surrounds Lake Whatcom to the east and includes the areas of Geneva, Sudden Valley, and the North Shore of Lake Whatcom.

Lake Whatcom Water and Sewer District provides water service to approximately 4,000 residential customers and sewer service to approximately 4,300 residential customers in an 18 square mile area. The District is operated by 13 full time staff represented by AFSCME and 5 full time non-represented staff, a five-member Board of Commissioners, and has an annual operations and maintenance budget of about \$6 million dollars. The District has 10 million in outstanding debt which is divided into seven million in revenue bonds and 3 million in State Revolving Fund loans. The District has a robust capital improvement program that budgets \$1.2 million a year for system reinvestment projects and equipment. The natural terrain, proximity to Lake Whatcom, and various neighborhood communities make every project unique and challenging.



The District operates a water treatment plant that provides water to Sudden Valley and Geneva residents. Four reservoirs, 5 pump stations and 55 miles of transmission and distribution lines serve the water treatment plant. On the North Shore near Agate Bay, water service is provided from a well and water treatment facility, 1 pump station, and 2 reservoirs that are operated by the District. The District also distributes water purchased from the City of Bellingham to its Eagleridge customers. All water distributed by Lake Whatcom Water and Sewer District meets or surpasses EPA Safe Drinking Water standards.

The District does not treat its own sewage, instead delivering its wastewater to the City of Bellingham's treatment plant for treatment and disposal under the terms of a 20-year interlocal agreement which expires in 2034. The District accounts for approximately 5% of the volume discharged to the sewer treatment plant. The mostly forested, steep slopes of the watershed offer a complex and challenging environment in which to operate utility services. The District owns and operates 28 sewer lift stations and maintains over 71 miles of sewage collection and transmission lines.



Sewage from the District is collected and pumped to the secondary wastewater treatment plant at Post Point for treatment. Sewage disposal costs and a share of the facility upgrades and maintenance costs to the District are based on the volume of sewage sent to the wastewater treatment plant.

## THE POSITION

Under the direction of the General Manager, the Operations & Maintenance Manager is a newly created position that takes on the duties of a field supervisor, and higher level administrative tasks. The Operations and Maintenance Manager is responsible for 7 FTE's, and the operation and maintenance of the District's public water systems and wastewater collection systems. This position ensures that the systems operate in compliance with all applicable deferral, state and local regulations and that District policies and procedures are followed to provide safe, dependable and cost-effective water and sewer service to District customers.

### Other Responsibilities Include:

- Maintain District assets such as building facilities, pump station facilities, treatment plant facilities, equipment, and tools in a condition ready for 24-hour per day emergency response.
- Supervise, direct, and handle personnel functions of Maintenance Workers, Maintenance Electricians, and Water Treatment Plant Operator.
- Works independently within the District's established policies and procedures as well as standards of the APWA, the AWWA and WEE.
- Develops, refines, and implements written Standard Operating Procedures for safety procedures, emergency procedures, and common work tasks performed by field crew.
- Participates in and assists the District's Safety Committee to review, update, and establish safety programs and procedures. Works closely with the District's Safety Officer to schedule and coordinate safety training, staff safety meetings, and perform internal safety audits. Instructs, trains and observes crew members in safety procedures and practices; inspects work site for hazardous conditions and ensures proper signage, barricades and other public safety devices are installed. Schedules and runs regularly scheduled field staff safety meetings.



- Acts as the District's Water Distribution Manager by providing overall supervision for the operation and maintenance of the water distribution systems.
- Develop and implement processes to collect, measure, and analyze resources utilized during operations and maintenance tasks (labor, equipment, materials, contracts). Review performance output with management team, analyze information to develop trends, and recommend capital or operational changes to continually improve overall efficiency of water and sewer services delivered to District customers.
- Recommends physical improvements necessary or desirable to maintain or improve efficient operation of the water and sewer systems. Prepares recommendations for the annual capital improvement program.
- Assists in utility business planning and rates studies. Prepares annual budget for assigned areas of responsibility and operates within fiscal constraints of the District's approved budget and policies.
- Assists the management team with emergency planning, emergency preparedness/training, and response during emergency events. Ensures staff, equipment, vehicles, tools, and materials are ready for 24-hours/day emergency deployment.
- Works closely with the Engineering Department on multiple programs including: Water/sewer permits and new connections, inspections, and coordination with contractors and owners; Construction Projects; Developer Extension Agreement Projects; Capital Improvement Planning; Cross Connection Control Program; SCADA System configuration, maintenance, and improvements; Asset Management Program, develop and implement processes to collect, measure, and analyze resource utilization for system operations and maintenance.

- Utilize the District's computer maintenance management system to plan work schedules and prioritize projects taking into account the resources of the District and overall progress and goals. Schedule preventative maintenance, physical improvements, and emergency repairs.

## OPPORTUNITIES & CHALLENGES

- 1. Significant range of ages in field crew.** The District's operations and maintenance staff consists of long term employees approaching 30-years of service as well as employees just beginning their careers. The candidate will face the challenge of training, leading, and managing a team with members from multiple generations, personalities, career goals, and expectations.
- 2. Field crew cross training and maintaining job proficiency.** The District's operations and maintenance staff are required to hold and maintain multiple certifications including: Water Treatment Plant Operator 2, Water Distribution Manager 2, and Cross-Connection Specialist. Field crews are on a rotational schedule to provide 24-hour emergency response. The challenge will be to keep crew proficient performing specialized work using their certifications as well as building and maintaining a broad knowledge of all of the District's assets needed for emergency response.
- 3. Standard Operating Procedures.** Written standard operating procedures (SOP's) need to be developed and implemented for operations, maintenance, repairs, safety, and emergency response. The candidate will play a key role in coordinating, planning, developing, writing, implementing, training, and refining District-wide SOP's.
- 4. Cost Tracking of Maintenance and Repair Tasks.** Scheduled and unscheduled maintenance tasks are tracked by the District. The candidate will be expected to coordinate and assist the management team to develop procedures, train field staff, and implement cost tracking of these tasks utilizing the District's current computer maintenance management system.
- 5. Safety Program.** The District has developed many written safety programs. The challenge is to take these written programs and implement them in the field through regular training, safety meetings, safety audits, and practices that are part of the field crews' standard routine.

**IDEAL CANDIDATE**

**Education and Experience:**

A bachelor’s degree from an accredited college or university in civil engineering, management, public administration or a closely related field, and five years of demonstrated complex program and project management experience in both public water systems and sewage collection systems is required. Technical experience in electrical, mechanical, pumps, hydraulics, and controls is required. Candidates must have a valid Washington State driver’s license by employment. Candidates with Water Treatment Plant Operator 2, Water Distribution Manager 2, Wastewater Collection 3, or comparable certifications are preferred.

Within one year of employment, the Operations and Maintenance Manager must have Washington State Traffic Control Certification, Washington State Department of Labor and Industries First Aid Card, Asbestos Pipe Certification, Confined Space Entry and Attendant Certification, Certified Erosion and Sediment Control Lead Certification, and Cross Connection Control Specialist Certification.

Within two years of employment, the Operations and Maintenance Manager must have Water Treatment Plant Operator 2, Water Distribution Manager 2, and Wastewater Collection 3 certifications.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of water and sewer systems including legal, technical, organizational aspects, as well as sources of current knowledge in the field.
- Strong knowledge of fiscal and record management including cost analysis and budget development, analysis, and asset management, along with knowledge of government budget process.

- Knowledge of maintenance, construction, operation of water distribution and wastewater collection systems.
- Excellent written and oral communication skills for working with a diversity of personnel, public officials, and citizens.
- Experience in writing grant applications to fund capital projects.
- Technologically savvy and up to date on the various hardware and software systems deployed to help manage water and sewer systems.
- Ability to schedule all field work and provide for project management, maintaining a close working relationship with the District Engineer.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$88,233 - \$111,613 DOQ**
- Medical, Dental, & Vision Insurance
- VEBA Contribution
- Washington PERS
- 11 Paid Holidays
- Sick Leave
- Paid Vacation



**Please visit:  
[www.lwwsd.org](http://www.lwwsd.org)**

The Lake Whatcom Water & Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 17, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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