



*Providing safe, reliable, affordable, and sustainable utility service to our customers.*

1230 Ruddell Road SE  
Lacey, WA 98503

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Position Title: Planning and Compliance Specialist  
Job Type: Full-Time, Permanent, FLSA Exempt  
Department: Planning and Compliance  
Location: Thurston PUD Field Operations – Olympia, WA  
Reports to: Director of Planning and Compliance (DPC)  
Pay Range: \$6,262 - \$8,000 per month (\$36.13 - \$46.15 per hour) Depending on Qualifications

### **Definition**

The Planning and Compliance Specialist (PCS) position is a FLSA exempt, at-will position that provides professional level support for operations, planning and compliance activities.

This position provides administrative, technical, and oversight support to ensure the District's water systems are in compliance with all federal, state and local regulations.

This position assists, implements and manages programs like:

- The PUD's Cross-Connection Control Program
- Water Quality Monitoring Testing Program including annual Consumer Confidence Reports (CCRs) and Water Use Efficiency (WUE) reports
- The Asset Management Plan (AMP)
- The Capital Improvement Plan (CIP)
- Water Rights tracking and reporting
- Preparation and implementation of Lead Service Line Reports
- Field Operations Team staff support
- Safety and Emergency Preparedness
- Water Availability tracking
- The Small Works Roster

This position attends community, Commission, and professional meetings as required.

### **Essential Duties** (*Duties may include but are not limited to:*)

- Provide administrative and compliance support to the District for the overall effectiveness and efficiency of the District's owned and managed water systems.
- Provide excellent communication with customers and the public to include letters, calls, presentations, and reports.
- Prepare resolutions and supporting documents for PUD Commission meetings.
- Provides data base management and technical analysis reports using a high level of analytical skill.

- Prepare the annual sampling program: tracking, database, setting up a calendar for additional testing, preparing monthly sampling sheets and tracking all sample results, including reporting to the Washington State Department of Health (DOH).
- Manage the annual Consumer Confidence Reports (CCRs) and Water Use Efficiency (WUE) process and completion.
- Manage the water rights database to include major upgrades and tracking.
- Oversee the District's tracking and reporting of source meters to the Washington State Department of Ecology.
- Updating the Asset Management Plan (AMP), including but not limited to quality analysis, quarterly updates, condition assessment reports, and major upgrades to ensure transparency to the District's customers.
- Develop, coordinate, track, and manage construction contracts, to include purchase orders.
- Support the sanitary survey process by preparing annual binders, working with agencies to set dates, and preparing and updating supporting documents. Track any follow-up work needed.
- Provide administrative and technical support to the Director of Field Operations (DFO) and to Field Operations staff.
- Manage the cross-connection program and data base including, but not limited to, annual testing, quarterly letters, tracking and quarterly reporting and follow-up.
- Develop, operate, and maintain the water conservation program.
- Serve as Lead on the Safety Committee and implement and update program to maintain compliance.
- Ensure the water system folders are maintained and clearly organized in the District's common drive. Find and track all easement and covenant paperwork.
- Provide tracking and support for water availability letters.
- As requested, perform project or program management duties.
- As requested by the DPC, provide departmental oversight for planning activities to include zoning, land use, GIS and mapping, water rights, system expansion, safety, emergency and disaster preparedness, hazard mitigation programs, facilities, fleet, and other planning duties.
- As requested by the DPC, coordinate, submit and follow-up on funding requests including but not limited to: DWSRF, PWTF, FEMA, hazardous mitigation, and other local, state, and federal funding sources.
- Provide presentations, letters, emails, or brochures for drinking water messaging to the State, our customers, and the public.
- Initiate automated messaging 24 hours a day, seven days a week, as requested.
- Assist with management of the District's Small Works Roster, process, and compliance. Help ensure District is in compliance with public works contracting and small works roster regulations.
- Implement, coordinate, and track the District's generator maintenance program.
- Coordinate and participate in procurement and in the purchase of the equipment required for the District.
- Provide customer outreach and follow-up as needed.
- Attend meetings nights and weekends as required.
- Serve in a supervisory or lead worker position as directed.
- Provide other support and duties as required by the DPC, DFO, General Manager, or Assistant General Manager.
- Serve in an on-call or backup support status, as needed.
- Serve as a special projects coordinator, as directed.

- Perform facilities management tasks.
- As needed, assist with DOH inspections and surveys.
- Coordinate and track field staff training and certification requirements.
- Perform other duties as required.

### **Knowledge, Skills, and Abilities**

- Must possess proficient computer skills with thorough knowledge of spreadsheet and word processing programs and networking systems.
- Must have proficient skill using database systems to maintain records and generate reports.
- Must be proficient in Microsoft Suite programs, including Word, excel, PowerPoint, SharePoint, and Access.
- Must have or be able to develop within the first year of employment the technical expertise, skill, and knowledge of the principles, practices, materials, and operating procedures and compliance requirements pertinent to WAC 246-290 and Department of Ecology water system planning/operation guidelines and requirements.
- Must have the knowledge and understanding of large and small water system regulations and compliance.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Must be bondable.
- Must be highly organized and able to perform duties with a high level of accuracy, thoroughness, and completeness.
- Must be able to exercise decorum and discretion regarding personal and financial information.
- Must possess excellent communication skills, both written and verbal.
- Must be team-oriented but able to work independently.
- Must be able to work under pressure, handle multiple tasks, and meet deadlines.
- Must be able to deal with irate or disgruntled individuals that will require the use of conflict management skills.
- Must have the ability to comply with all PUD policies and procedures and maintain confidential information.
- Must maintain a safe driving record.
- Must be safety-conscious and committed to safe work practices.
- Work in accordance with District and generally accepted industry safety practices.

### **Minimum Qualifications**

- High school diploma, GED, or ability to acquire one.
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.
- Demonstrated skills at an intermediate level for Microsoft Excel – creating, implementing, and managing large databases.
- Associate degree in water/wastewater technology or comparable field AND five (5) years of demonstrated experience in one or more of the following areas. Additional experience may substitute education requirements.
  - Service as a water operator
  - Operations
  - Planning
  - Compliance

- Customer service
- Project management
- Database management
- Finance

### **Preferred Qualifications**

- Prior job experience in the water utility field as a field technician or water quality specialist.
- Water Distribution Manager (WDM) certification is desired.
- Cross-Connection Control Specialist (CCS) certification is desired.

### **Physical Requirements**

- Position requires the ability to sit, walk, or stand for extended periods of time.
- Position requires the ability to lift, push, pull, and/or move objects up to 50 pounds in weight. Work includes frequent lifting, carrying, pushing, and/or pulling objects up to 10 pounds in weight and includes occasional lifting, pushing, and/or pulling objects up to 50 pounds in weight.
- The position is frequently required to use hands to grasp, manipulate, handle, or feel objects, tools, and/or controls and reach with arms and hands. This includes using a telephone and/or a keyboard to communicate through written and electronic means.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish between shades of color.
- Position is required to perform repetitive motions/actions for extended periods of time using one or more parts of the body.

### **Working Conditions**

Work is primarily performed in a busy office setting, oriented to public services and subject to constant work interruptions. The noise level in the work environment is usually mild to moderate. A hybrid work schedule may be authorized for this position, per Thurston PUD Policy 100-020 Remote Work.

Work in the field may also be required for this position's participation in sanitary surveys, technical inspections, and other field visits. As such, work in the field is primarily performed outdoors in all weather conditions. Exposure to extreme temperatures, adverse weather conditions, excessive noise, high voltage, toxic chemicals, and other hazards is possible. This position may also be required to work near moving traffic. This position may be required to travel up to 250 miles per day for work in the field. The noise level in the field work environment is usually moderate.

### **Level of Authority**

Work is performed under the general direction of the Director of Planning and Compliance. The Planning and Compliance Specialist position is a senior-level position and is expected to perform most assignments independently.

### **Apply**

To apply, submit a letter of interest and resume to [HR@thurstonpud.org](mailto:HR@thurstonpud.org).

The most qualified applicants will be asked to complete an application and additional testing will be required. Applications can be found online at [www.thurstonpud.org](http://www.thurstonpud.org).

Email: [HR@thurstonpud.org](mailto:HR@thurstonpud.org)  
Fax: (360) 357-1172  
Mail: Thurston PUD  
Attn: Human Resources  
1230 Ruddell Rd SE  
Lacey, WA 98503

**Applications will be accepted until the position is filled.** For questions regarding this recruitment, please contact our Human Resources Team at [HR@thurstonpud.org](mailto:HR@thurstonpud.org) or call us at (360) 357-8783.

During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) will be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

### **About Thurston PUD**

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 279 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, Grays Harbor, and Kitsap counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package that includes:

- Group healthcare coverage (medical, dental, vision/optical) with low employee premiums,
- Group term life insurance, long-term disability, and accidental death and dismemberment coverage at no cost to PUD employees,
- Participation in the State of Washington Public Employees' Retirement System (PERS),
- Voluntary participation in the State of Washington Deferred Compensation Program,
- Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
- Participation in a health reimbursement arrangement (HRA) program,
- PUD-paid training and certifications, and
- Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment