



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

1230 Ruddell Road SE  
Lacey, WA 98503

Main (360) 357-8783 ♦ Toll-Free (866) 357-8783  
Fax (360) 357-1172 ♦ HR@thurstonpud.org

Position Title: Field Technician I  
Job Type: Full-Time, Permanent, FLSA Non-Exempt  
Department: Field Operations  
Location: Thurston PUD Field Office – Olympia, WA  
Reports to: Director of Field Operations  
Pay Range: \$4,697 - \$6,000 per month (\$27.10 - \$34.62 per hour) DOQ

### **Definition**

Under the supervision of the Director of Field Operations, the Field Technician is responsible for installation, maintenance, and repair of drinking water infrastructure at PUD-owned and operated water systems. The Field Technician performs a broad range of manual and technical labor to provide safe drinking water that meets state and federal regulations. ***Thurston PUD policy states that new employees should be vaccinated and boosted for COVID-19 upon hire; if a candidate is not vaccinated and boosted for COVID-19, they are required to begin the vaccination process within two weeks of hire or as soon as they are medically able to do so.***

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

- Assist in maintaining overall operations and efficiency of the water distribution systems, including water treatment, within local, state, and federal regulations.
- Assist in maintaining all water systems in safe working order to current sanitary survey standards.
- Perform skilled work in construction, maintenance, and repair of water mains, water service lines, and other water facilities at a journeyman level of work.
- Read and repair meters; perform associated meter maintenance as needed.
- Perform water quality samples, per local, state, and federal regulations.
- Respond to customer complaints in a timely and courteous manner.
- Provide excellent customer service, keeping customers informed in a timely and courteous manner.
- Travel to PUD water systems to perform routine checks and distribute equipment and supplies as needed.
- Complete required paperwork and forms in a timely manner.
- Assist the Director of Field Operations to schedule maintenance and repairs for PUD water systems.
- Help with identifying capital improvements for all PUD-operated water systems.
- Maintain inventory, and stock vehicles to respond to emergencies.
- Perform grounds maintenance tasks (e.g., operating a weed eater, lawn mower, operating) as needed.

- Perform facilities maintenance tasks (e.g., roofing work, working with hand tools, pressure washing, and painting) as needed.
- Performing manual labor to assist with repairs and projects (e.g., digging, lifting, and carrying heavy objects).
- Collect and update data for Asset Management Plan.
- Train and assist other Field Operations staff on water system repairs (including emergency repairs and infrastructure replacement) and/or meter replacements, as needed.
- Train and assist other staff with locates at all water systems, as needed.
- Create, maintain, and update distribution maps to all water systems.
- Work with Director of Field Operations to maintain the Cross Connection Control Plan for all PUD water systems.
- Work with Director of Field Operations in writing scopes of work for planned projects.
- Work with the Director of Field Operations to accomplish the PUD's strategic plan, vision, and goals.
- Manage required paperwork at each water system and update as needed.
- Assist in scheduling maintenance and repairs for PUD water systems.
- Perform lead worker duties as needed.
- Perform duties all Meter Reader job classification duties as needed.
- Other duties as required.

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

- Must possess knowledge of principles, regulations, practices, materials, and operating procedures pertinent to the operations and maintenance of multi-water distribution, supply, and treatment systems.
- Must possess the ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, state, county and municipal oversight agencies, and management.
- Must possess effective 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.
- Ability and willingness to be on call, and work if needed during evenings, weekends and on holidays.
- Must have the ability to comply with all PUD policies and procedures and maintain confidential information.
- Must maintain a safe driving record and be able to serve as the primary operator of a District-owned vehicle.
- Must be safety-conscious and committed to safe work practices.
- Must keep assigned vehicle and equipment clean and in good working order.
- Work in accordance with District and generally accepted industry safety practices.

### **Minimum Qualifications**

- High school diploma or equivalency (GED).
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.

- Water Distribution Manager I certification or ability to acquire one within one year of employment.
- Pursuant to Thurston PUD Policy 400-033, all District employees must be fully vaccinated against COVID-19 to include booster shots. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 and booster vaccinations. If a candidate is not fully vaccinated (including booster shots), the candidate will be required to start the vaccination process within two weeks of hire or as soon as they are medically able to do so. For questions about this policy and additional requirements, contact HR using the contact information listed on page 1.

### **Preferred Qualifications**

- One (1) to two (2) years of experience working with multi-water distribution and drinking water treatment systems.
- Prior experience in construction, plumbing, or water utility service industry
- First Aid/CPR/AED certification

### **Physical Requirements**

- Position requires the ability to stand, walk, bend, and lay for extended periods of time.
- Position requires the ability to work in small spaces for extended periods of time.
- Position requires the ability to drive up to 250 miles or more per day, frequently enter and exit a vehicle, walk up to a mile to job sites, and walk on uneven, steep, or marshy terrain.
- Position requires the ability to lift objects up to 75 pounds in weight.
- Position requires employee to perform simple grasping and fine manipulation, use a telephone, and write and/or use a keyboard to communicate through written means.
- Position requires the ability to work dexterously using multiple hand and power tools for extended periods of time.
- 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.

### **Working Conditions**

Work is primarily performed outdoors in all weather conditions in a field environment. Laborer will travel from site to site, up to 250 miles per day. Exposure to extreme temperatures, adverse weather conditions, excessive noise, high voltage, toxic chemicals, environmental/seasonal allergens, and other hazards is possible. Field Technician may also be required to work near moving traffic. The noise level in the work environment is usually moderate.

### **Level of Authority**

Work is performed under the general direction of the Director of Field Operations. The Field Technician II is expected to perform most assignments independently.

### **Apply**

To apply, complete the attached application and supplemental questionnaire. Applications can also be found online at [www.thurstonpud.org](http://www.thurstonpud.org). Submit a completed application using one of the following methods.

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) with low employee premiums,
- Group term life insurance, long-term disability coverage, and accidental death and dismemberment coverage at no cost to PUD employees,
- Participation in the State of Washington retirement plan,
- 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,
- 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.



## Supplemental Questionnaire: Field Technician

1. Thurston PUD policy states that new employees be vaccinated and boosted upon hire. If you are not fully vaccinated and boosted, you will be required to start the vaccination process with the first round of vaccinations within two weeks of hire or at the first opportunity you are medically able to do so. Booster shots will also be required. Are you willing to accept and comply with this condition of employment?

Yes

No

2. Do you have high school diploma or GED equivalent?

Yes

No

3. Do you have a Water Distribution Manager I certification or higher? **This is not a requirement to apply for the job.**

Yes

No

4. Do you have experience operating and maintaining drinking water systems?

Yes, 0-2 years

Yes, 2-5 years

Yes, 5-10+ years

No

5. Do you have any experience with manual labor? (e.g. digging, landscaping, operating yard maintenance equipment, installing water meters, etc.)

Yes, 0-2 years

Yes, 2-5 years

Yes, 5-10+ years

No

6. Do you have an experience performing heavy equipment operations, construction, or related experience?

Yes, 0-2 years

Yes, 2-5 years

Yes, 5-10+ years

No

7. Can you lift objects up to 75 pounds in weight?

Yes

No

8. Are you able and willing to work nights, weekends, and holidays for emergency call-outs?

Yes

No

9. Please select the certifications that you currently possess. Select all that apply:

Water Distribution Manager I certification or higher

Cross Connection Control Specialist certification

Traffic Control Flagger certification

First Aid/CPR/AED certification

Other: \_\_\_\_\_

10. How did you learn of this employment opportunity?

Indeed

WorkSource

[www.thurstonpud.org](http://www.thurstonpud.org)

WPUDA

Association of Washington Cities

Evergreen Rural

The Olympian

Nisqually Valley News

The Chronicle

AWWA

Washington Association of Sewer & Water Districts

APWA

Google

Other: \_\_\_\_\_

[Click here to reset the supplemental questionnaire](#)



# APPLICATION FOR EMPLOYMENT

Public Utility District No. 1 of Thurston County  
1230 Ruddell Rd SE  
Lacey, WA 98503  
Main: (360) 357-8783 or Toll Free: (866) 357-8783  
Email: HR@thurstonpud.org

Public Utility District No. 1 of Thurston County is an Equal Employment Opportunity employer. Qualified applicants will receive consideration for employment without discrimination based on color, race, gender, national origin, religion, age, disability status, or by any other bases protected by local, state, or federal law. **Please complete this application as legibly as possible, and answer all questions to the best of your ability.**

Legal Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip

Physical Address: \_\_\_\_\_  
(if different) Street City State Zip

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Have you ever been employed by Public Utility District No. 1 of Thurston County in the past? Yes No

If yes, when? \_\_\_\_\_

Are you related to a current PUD employee? Yes No

If yes, please list the employee's name and your relationship: \_\_\_\_\_

## EDUCATION

	Institution Name/Address	Degree/Major	GPA
High School Graduate? or GED?			
College or University			
Technical School			
Other			
Other			



**EMPLOYMENT**

Name: Address:  Supervisor: Phone:	Dates Employed:  From –  To –	Position: Duties:
Name: Address:  Supervisor: Phone:	Dates Employed:  From –  To –	Position: Duties:
Name: Address:  Supervisor: Phone:	Dates Employed:  From –  To –	Position: Duties:
Name: Address:  Supervisor: Phone:	Dates Employed:  From –  To –	Position: Duties:

May we contact your present and/or your former employers?                      Yes                      No

What position are you applying for? \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodation?                      Yes                      No

Are you legally eligible for employment in the United States?                      Yes                      No

If necessary for the job, are you able to work overtime or serve on call?                      Yes                      No

If you are offered a position with the PUD, after how many days will you be able to report to work? \_\_\_\_\_ days

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver’s License?

Yes                      No                      Not Applicable

.....  
Please list four references unrelated to you (include employers, supervisors, or coworkers, business association, etc.).

Name	Occupation	Address	Contact Number

**SKILLS AND QUALIFICATIONS**

Please indicate if you have any of the qualifications/certifications listed below.

First aid/CPR Certification?      Yes              No              If yes, expiration date: \_\_\_\_\_

Class A CDL Driver’s License?      Yes              No              If yes, expiration date: \_\_\_\_\_

Waterworks Operator Certifications?      Yes              No

Cross Connection Control Certification?      Yes              No

If yes to the above question, please list license number(s), designation, and level achieved: \_\_\_\_\_

**Clerical/Office Experience**

Please list the names of the computer software programs in which you are proficient.			
Please list any experience you may have in cashiering, customer service, and records management capacities.			
Please list any experience you may have in bookkeeping or accounting capacities.			
How many WPM are you able to type?		Are you proficient with a ten-key calculator? (yes or no)	

**Professional/Technical Experience**

Please list any experience you may have in a managerial capacity, which includes the supervision of employees.			
Please list any technical experience you may have related to engineering, surveying, electronics, computer networking/programming, telecommunications, etc. Please include how many years of experience you have.			

**Craft/Maintenance Experience**

Please list any craft and/or maintenance experience you may have related to water system treatment, pump and water system maintenance, telemetry and labor work such as landscaping, meter reading, mechanics, equipment operation, etc. Please include how many years of experience you have.			
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Please list any experience you may have with specific equipment or machinery (i.e. backhoe/front end loaders, vactors, trenchers, forklifts, cranes, calibration equipment, welders, etc.)	
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Please list any specific training you have completed that isn't already listed on this page or the previous page.

Please list any special qualifications or skills that you believe would help you succeed in this position.

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To the best of my knowledge, the information herein is true and complete. If necessary for employment, I agree to provide my birth certificate or other proof of authorization to work in the United States. I understand that I may be required to have a physical examination as a part of the hiring process. I further understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any Thurston PUD official is intended to create an employment contract between Thurston PUD and me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Please return this application along with any supporting documents (if required) to Public Utility District No. 1 of Thurston County (Thurston PUD) at:

Thurston PUD  
1230 Ruddell Road SE  
Lacey, WA 98503  
Fax: (360) 357-1172  
Email: HR@thurstonpud.org

Reset employment application