

Commissioners

Linda Oosterman – District 1
Russell E. Olsen – District 2
Chris Stearns – District 3



Providing safe, reliable, affordable, and sustainable service.

Position: Laborer I
Pay Range: \$3,601 - \$4,600 Monthly (\$20.78 - \$26.54 Hourly) DOQ
Job Type: Full-Time, Permanent
Department: Field Operations
Location: Tumwater, WA
Reports to: Director of Field Operations
Closing Date: Open Until Filled

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. We currently own and operate 279 water systems, serving approximately 9,704 families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County, and also own and operate water systems in Pierce and Lewis counties, one water system in King County, and a few water systems in Grays Harbor and Kitsap counties. The PUD is governed by three Commissioners, elected by the voters of Thurston County and elected to serve for six years. The Commissioners represent the three PUD Commission districts in Thurston County.

The District offers a competitive and comprehensive benefits package that includes medical, dental, vision, group term life insurance, short- and long-term disability coverage, State of Washington PERS 401(a) retirement plan participation, deferred compensation plans, a monthly commute trip reduction incentive.

Summary

Vaccination is required for COVID-19 and other COVID variations upon hire, or begin the vaccination process within two weeks of hire and be fully vaccinated within 45 days of hire, and booster vaccinations as required by the District. Public Utility District No. 1 of Thurston County (Thurston PUD) is actively recruiting for one (1) full-time Laborer I position. This is a permanent position. The Laborer will perform a broad range of manual and technical labor in keeping PUD-owned water systems in operational order.

Essential Duties

Ground maintenance including the use of lawn mowers, weed eaters, chainsaws, pressure washers and hand tools.

- Desire and ability to work hard in outside weather.
- Ability to perform skilled labor.
- Provide manual labor to support field staff including, but not limited to digging, installing water meters and carrying up to 75 lbs.
- Operate work trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.

- As directed, perform facilities maintenance, pressure washing and painting.
- Proficiently and safely operate all assigned equipment and vehicles to perform operations within the capacity of the machine to accomplish required work.
- Work in accordance with District and generally accepted industry safety practices.
- Responsible for keeping vehicle and equipment clean and in good working order.
- Meter installation, meter box resetting/replacement.
- Understand the concept of “basic plumbing” such as turning off a water valve to stop water to perform basic plumbing tasks like swapping out a meter or changing a gasket.
- Responsible for ice and snow removal including monitoring the weather forecast, and coming-in early and on weekends and holidays prior to normal hours and salting, shoveling and plowing in a self-directed manner.
- Must possess excellent communication skills both written and verbal.
- Must be team oriented.
- 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 be innovative and have the ability to explore new techniques.
- Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- Ability and willingness to be on call, and work if needed during evenings, weekends and on holidays.
- Must have the ability to work in small spaces for extended periods of time.
- Must have the ability to drive up to 250 miles or more a day and frequently enter and exit a vehicle and walk, up to a mile, on uneven, steep or marshy terrain.
- Must be able to work dexterously using multiple hand and power tools for extended periods of time.
- Must be able to work standing, sitting or lying down for extended periods of time in all types of weather and temperatures.
- Must maintain a safe driving record and be able to serve as the primary operator of a District owned vehicle.
- Other duties as required.

Required/Desired Education, Experience, and Abilities

- High school diploma or GED, or ability to acquire one.
- Prior experience in laborer positions and/or with water systems is highly desired.
- First Aid certification.
- Valid Washington State Driver’s License with a driving record acceptable to the PUD’s insurance carrier.

Work Environment

Work is primarily performed outdoors in all weather conditions in a field environment. Laborer may travel from site to site. Exposure to extreme temperatures, adverse weather conditions, excessive noise, high voltage, toxic chemicals and other hazards is possible. Laborer may also be required to work near moving traffic.

Physical Demands

Position requires the ability to stand, walk, bend for extended periods of time; position also requires the ability to lift up to 75 pounds. Position requires employee to perform simple grasping and fine manipulation, use telephone, and write and/or use a keyboard to communicate through written 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. The noise level in the work environment is usually moderate.

Apply

To be considered for this position, please **complete an employment application which can be found on the PUD's website at www.ThurstonPUD.com**, and submit a resume and supplemental questionnaire. Please email your completed application packet to HR@thurstonpud.org or mail your application packet to:

Thurston PUD
Human Resources
1230 Ruddell Road SE
Lacey, WA 98503

You can also drop applications off to the address listed above. This position is open until filled. We will begin reviewing applications in early January. All application materials must be received by **Friday, January 14, 2022** to be considered during the first review of applicants.

For questions or other information related to this recruitment, please contact Administrative Services Manager Ruth Clemens at (360) 515-6618. Prior to employment, a criminal history background check and reference checks will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Thurston PUD believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the District.



Supplemental Questionnaire: Laborer Position

1. Thurston PUD policy mandates that new employees should be vaccinated upon hire or begin the vaccination process within two weeks of hire and be fully vaccinated within 45 days of hire. Are you willing to comply with this condition of employment?

Yes

No

2. Do you have any experience operating or maintaining drinking water systems?

Yes

No

3. Do you have any experience with manual labor (e.g. digging, landscaping, operating groundskeeping equipment, etc.)?

Yes, 0-2 Years

Yes, 3-5 Years

Yes, 6-10+ Years

No

4. Do you have any experience with plumbing installation and/or meter installation?

Yes, 0-2 Years

Yes, 3-5 Years

Yes, 6-10+ Years

No

5. Do you have any experience performing heavy equipment operations, construction or related experience?

Yes, 0-2 Years

Yes, 3-5 Years

Yes, 6-10+ Years

No

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

Yes

No

7. Please indicate below any certifications that you currently possess. Select all that apply.

Traffic Control Flagger Certification

First Aid Certification

Other (please list): _____

7. How did you learn about this employment opportunity?

Indeed

www.ThurstonPUD.org

WorkSource

WPUDA

Association of Washington Cities

Evergreen Rural

The Olympian

Nisqually Valley News

The Chronicle

AWWA

Washington Association of Sewer & Water Districts

Google

APWA

Other:



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

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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 Form