

Commissioners

Linda Oosterman – District 1

Russell E. Olsen – District 2

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Providing safe, reliable, affordable, and sustainable service.

Public Utility District No. 1 of Thurston County, Washington Field Technician

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|--------------------|--|
| Position: | Field Technician I |
| Department: | Field Operations |
| Job Type: | Full-Time, Permanent |
| Reports to: | Director of Field Operations (DFO) |
| Location: | Thurston County – Tumwater, WA |
| Pay Range: | Hourly \$24.46 - \$31.25 (Monthly \$4,240 - \$5,417) Depending of Qualifications |
| Category: | FLSA Non-Exempt, Overtime Eligible |
| Closing: | Open Until Filled |

About the Job

Thurston PUD policy states 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. The Field Technician works under the direction of the Director of Field Operations. The Field Technician will perform a broad range of manual and technical labor to support the PUD's owned and operated water systems. This person performs water system maintenance and support. The Field Technician is to perform skilled work associated with drinking water system maintenance and operation to provide safe drinking water that meets Federal and State regulations.

The ideal candidate profile includes:

- Ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees and management.
- Team player with ability and desire to accept direction from others.
- Ability to be organized and complete paperwork in a timely manner.
- Prompt and time sensitive.
- Safety conscious and committed to safe work practices.
- Ability to provide high level of customer service at all times.
- Can perform or have a strong desire to learn water system operation and maintenance.

Essential Job Functions:

- Assist in maintenance of overall operations and efficiency of the water distribution systems, including all treatment within local, state and federal regulations.
- Perform skilled work in construction, maintenance and repair of water mains, water service lines and other water facilities.
- Install, operate and maintain treatment systems.
- Respond to customer complaints in a timely and courteous manner.
- Provide excellent customer service, keeping the customers informed in a courteous and timely manner.

- Take water quality samples, knowing federal, state and local regulations governing water sampling.
- Assist the Field Supervisor and other Field Technicians in maintenance and repairs of systems, including emergency repairs.
- Perform locates at all water systems as needed.
- Ground Maintenance – operating weed whacker, lawn mower and hand tools maintain most of Thurston PUD's 279 water systems.
- Building maintenance – normal maintenance of structure like, but not limited too, roofing, hanging doors, pressure washing and painting.
- Provide manual labor to support field staff including, but not limited too, digging, installing water meters and carrying 75 lbs.
- Read, replace and maintain TPUD's meters and meter boxes when required.
- Operate light-duty trucks in picking up and delivering materials or supplies. Collect and remove debris as assigned.
- Proficiently operate all assigned equipment and vehicles safely to perform operations within the capacity of the machine to accomplish required work.
- Perform shut-offs for non-payment.
- Fire hydrant and valve maintenance.
- Distribute chemicals to systems.
- Flushing of water systems as needed.
- Perform basic checks of water systems.
- On-call rotation that requires employee to be on call 24 hours a day, seven days a week.
- Other duties as required.
- Perform Lead Worker duties, as necessary. Responsible for overseeing the daily, weekly, monthly paperwork and forms at each water system, including updating as needed.
- 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.
- Must have the ability to work in small spaces for extended periods of time.
- Must have the ability to drive up to 200 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.

Work Environment: Work is primarily performed outdoors and may include exposure to inclement weather conditions and environmental/seasonal allergens.

Level of Authority: Receive close to moderate supervision, depending on individual's experience and task complexity. Expected to perform routine assignments independently. May supervise laborers or meter readers if authorized by the Field Supervisor.

Minimum Qualifications

- High School Diploma or GED.
- WDM I or able to acquire within one year of employment
- Current and valid Washington driver's license with a driving record acceptable to the PUD's insurance carrier.
- Required to lift more than 75 lbs.
- Chosen candidate may be required to provide at least three year's proof of a safe driving record from state.

Apply

To be considered for this position, please **fill out an application at www.ThurstonPUD.com** and submit a letter of interest, resume and references. Please email your completed application packet to Thurston PUD Human Resources at hr@thurstonpud.org or mail them to:

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

We will be accepting applications until the position is filled.

For questions or other information related to this recruitment, please contact Ruth Clemens at rclemens@thurstonpud.org or at (360) 515-6118. 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.

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 over 9,700 families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County, and owns 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 6 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.



Supplemental Questionnaire: Field Technician

1. Thurston PUD policy states 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 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, 3-5 years

Yes, 6-10+ 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, 3-5 years

Yes, 6-10+ years

No

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

Yes, 0-2 years

Yes, 3-5 years

Yes, 6-10+ years

No

7. Can you lift to 75 pounds?

Yes

No

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

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

WPUDA

Association of Washington Cities

Evergreen Rural

The Olympian

Nisqually Valley News

The Chronicle

AWWA

Washington Association of Sewer & Water Districts

APWA

Google

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 |
|------|------------|---------|----------------|
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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

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| 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