

EASTSOUND SEWER AND WATER DISTRICT

Orcas Island, Washington

Seeks

General Manager

Wastewater Treatment Plant



SALARY: \$115,000 - \$125,000 DEO + Generous Benefits (www.eswd.org)

Open Until Filled – First Review of Resumes May 22, 2021

**Send Resume and Response to Supplemental Resume to Janice Corbin at
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Position Overview

Located on Orcas Island in the San Juan Islands, the Eastsound Sewer and Water District seek a General Manager to manage the plant operations and administrative responsibilities. The GM must be committed to meeting the needs of the District's customers and ensuring the surrounding waterways satisfy environmental standards. The District is currently upgrading equipment which will require the GM to oversee the integration of the new system while maintaining a high level of consistency and oversight of the day-to-day operations. The GM is responsible for leading the District and community forward into the next decade in safely and effectively managing Orcas Island's wastewater while protecting the pristine waterways of this beautiful Northwest island.

The successful candidate will possess a WWTP Operator III certification and have a proven track record in managing a small to a mid-size treatment plant, lift station, and collection system. Expertise in finances and fiscal management and the ability to maintain a positive relationship with employees, customers, and the community is required.

The General Manager reports to the Board of Commissioners and is responsible for ensuring the Commissioners are informed about the best practices of the industry and the day-to-day operations of the treatment plant.

Essential Functions

The essential functions/primary responsibilities listed are intended only as examples of the type of work performed by this position. The omission of specific statements of duties does not exclude them from this position. Examples of daily responsibilities include:

- Oversee the completion of the day-to-day operation and maintenance tasks performed by subordinates at the treatment plant and the collection system.
- Ensure the maintenance and repair of all equipment and institute operational practices that are safe, regulatory compliant, effective, and cost-efficient.
- Work with District engineers and help manage the upcoming WWTP Expansion Project, including integrating a new treatment cell from the engineering plan into the existing treatment plant processes.
- Develop procedures and practices that consistently achieve laboratory sampling and analysis that satisfies process controls per NPDES data acquisition standards. Must recognize potential anomalies in laboratory results and take corrective action so water quality standards are compliant with NPDES standards.
- Supervise five (5) employees, including two Wastewater Treatment professionals, an Administrative Manager, and a Customer Service/Finance administrative employee.
- Establish employee performance goals, conduct performance evaluations, and maintain appropriate documentation specific to performance/behavior expectations.
- Attend monthly Commissioner meetings and community meetings as needed.
- Oversees the District's compliance with the Public Records Act and Open Public Meeting requirements.
- Manage the revision of laboratory and plant procedure manuals, personnel policies, and the best practices of fiscal sustainability.
- Identify additional funding sources such as grants and revision of fee structure.
- Work with community partners in raising the awareness of customers and the community in learning the long-term sustainability of wastewater management on an island surrounding by seawater.
- The overview of the manager position, as outlined above, is not all-inclusive.



Minimum Qualifications (Education/Experience):

- Possess a Class III Wastewater Treatment Plant Operator's Certificate of Competency as issued by the State of Washington.
- An Associate degree in Wastewater Technology, chemistry, microbiology, or a similar field, or a high school diploma (GED), and an equivalent amount of work experience and professional certifications in wastewater or water treatment.
- Five (5) years of increased responsibility in wastewater collection, treatment, and management.
- Ability to acquire a CDL and a willingness to serve as a back-up for operating the pump truck in an emergency.
- Ability to clearly and concisely communicate verbally and in writing, prepare comprehensive regulatory reports, and develop a range of education informational publications.
- Must be competent in using Microsoft Suites and other industry-specific software and other control equipment.

- Must have or be able to acquire a Washington Driver's License within 30 days of employment, have no moving violations in the last three years, and be insurable.
- Must be able to complete a pre-employment background investigation, which includes a credit check. The finalist will be required to submit proof of certifications.

Working Environment

- Must respond to emergencies 24/7 which requires the employee to live on Orcas Island.
- Must be able to climb ladders, walk on uneven and at times steep turf, bench over and work on tasks at near floor level, and reach at heights near ceiling levels.
- Must be able to safely work with hazardous materials including human waste and chemicals used to treat the waste and clean equipment.
- Must be able to work wearing a mask or respiratory when required.
- Must be able to work long hours during time of peak work or when responding to an emergency.
- Must be able to maintain a professional demeanor when dealing with disgruntled customers or the public during the integration of new equipment or when changing operational procedures.

Eastsound Water and Wastewater District

Supplemental Resume – General Manager Position - May 2021

- I. A condition of employment for the General Manager position is the availability of the manager to respond to emergencies or provide coverage at the treatment plant on a 24/7 basis. Orcas Island is an island in the Northwest that is only accessible by ferry or a small craft airplane; neither operates on a 24-hour basis. Thus, residence on Orcas Island is a condition of employment for the General Manager position.

Please check the box indicating you understand and are willing to work under the conditions as described.

- I understand I will need to reside on Orcas Island and be available 24/7 to respond to emergencies or provide coverage at the treatment plant, except when I am on approved leave such as vacation, sick leave, or executive leave.
- I have experience working under similar circumstances, i.e., working in a remote area and responding to emergencies or staff shortages on a 24/7 basis. If yes, please provide additional information about your experience.
- I am certified as a Wastewater Treatment III in Washington State or have similar certification in another state. I have satisfied equivalent certifications or

requirements in another state. Please attach a copy of any credentials/certifications.

- I understand that if hired for this position, I am an At-Will employee and work at the direction of the Board of Commissioners.

II. Please describe your experience supervising a group of wastewater and administrative employees.

III. The General Manager will play a key role in educating residents, business owners, and visitors about the value of protecting the island's wastewater and water sources. Provide a sample of any printed notification or materials you prepared to inform users about wastewater management or protection of existing waterways.

REMEMBER: Put your name on each page of any supplemental materials. Applicants that fail to complete the supplemental resume will be disqualified.

ESWD is an Equal Opportunity Employer