



WHITWORTH WATER DISTRICT

10828 N. Waikiki Rd • Spokane, WA 99218 • (509) 466-0550 • www.whitworthwater.com

Job Announcement

District Superintendent

Qualifications:

- Four-year college degree or four-year engineering experience required
- Minimum of five years of supervisory experience
- Knowledge of AutoCAD, WaterCAD, ArcGIS, SCADA, and GPS programs and technologies
- Excellent public relations and communications skills
- Thorough knowledge and experience with water maintenance and operation procedures, laws and regulatory requirements
- A valid driver's license and satisfactory driving record to drive a District vehicle
- Cross Connection Specialist Certification (obtained within one year of date of hire)
- A State approved Water Distribution Manager II (obtained within one year of date of hire)

Condition of Employment:

Employment is conditioned upon satisfactory results from post-offer criminal history background check, reference check, and credit check.

Nature of Work:

This salaried position will initially focus on the duties of both the District's Superintendent and Operations Manager until the current Manager's retirement on March 30, 2019. This will allow the successful candidate time to understand the Operations Manager role and functions. The successful candidate will assist the General Manager with interviewing and selecting replacement for District's Operations Manager.

The Superintendent reports directly to the General Manager and is responsible for the administrative and management functions of the Operations Department and staff. The position will have extensive contact with the District's Board of Commissioners, adjoining water providers, Spokane County, State and Federal agencies, consultants, customers, and developers. Responsibilities also include supervisory work directing municipal water system design, maintenance, repair, construction, and installation.

Duties are varied and require knowledge of the functions and equipment of the District. Position is required to be on call during non-working hours. Duties are varied and require independent decision-making skills in developing new procedures and policies in accordance with District policies, State statutes, and other State and Federal regulatory laws and requirements.

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Work Conditions/Environment/Physical Requirements:

The essential functions of this position are performed in the office and in the field. Responsibilities include driving, travel to and from sites, work around traffic, exposure to noise, dust, heat and inclement weather. Office environment includes sitting for extended periods of time in front of a computer screen; operating computer and other office equipment daily; communicating with others in person, by email, and on the phone; and supervising and inspecting assignments and projects. Physical requirements include regular moderate to heavy lifting, bending, stooping, kneeling, walking, and standing.

Duties and Responsibilities:

Perform those duties required by the rules and regulations of the State of Washington, other regulatory agencies, and Whitworth Water District policies.

Responsible for the administration and supervision of the operation and maintenance of the water transmission and distribution system which includes, but is not limited to the following:

- Ensure all water supply and distribution facilities, as well as operations and maintenance programs, comply with Federal, State, and local ordinances and regulations;
- Oversee implementation of the District Safety Program;
- Direct, inspect, and evaluate the work of all Operations Department personnel engaged in the construction, operations, maintenance, and repair of the water transmission and distribution system;
- Oversee and direct consultants involved in Operations Department functions of the District;
- Plan, assign, and direct through subordinate Operations Manager, water service installation, repair of pumps, reservoirs, hydrants and valves, main repair, night repair, emergencies, and warehouse inventory operations;
- Plan and direct District programs in leak detection, meter reading, repair and maintenance, safety, cross connections, and chlorination planning;
- Direct, through the Operations Manager, the maintenance of vehicles and support equipment and see that all are in proper operating order;
- Assist the Operations Manager with the assignment of inspections, work orders, and dispatching of employees. Set priorities as to maintenance requirements;
- Assist in the design, development, and implementation of the Comprehensive Water System Plan;
- Responsible for facility security equipment and controls;
- Assist in the preparation of the annual budget, proposed capital and extraordinary expenditure programs, and prepare necessary and required annual reports;
- Responsible for fostering Employee Development and ensuring adequate training is provided to achieve appropriate skill levels and proficiency for conducting all Operations Department tasks;
- Ensure employee required certifications are met and the necessary training is taken to maintain those certifications;
- Perform annual performance evaluations and discipline;

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- Respond to emergency calls and/or provide District personnel to provide coverage and response to emergency situations;
- Assume responsibilities of the General Manager in his/her absence.
- Attend Board Meetings;
- Prepare the Vulnerability Assessment and Emergency Response Plan;
- Act as District representative to Spokane Aquifer Joint Board and maintain the Contaminant Source Inventory;
- Perform other activities as delegated by the General Manager

Salary and Benefits: \$85,000 - \$100,000 - depending on experience. Benefits include retirement, medical, dental, vacation and sick leave.

Please send a cover letter, resume, three professional references, and a completed job application to the attention of Tom McInerney at tomm@whitworthwater.com. The District's Job Application form can be obtained by visiting: <https://whitworthwater.com/employment-opportunities>

Whitworth Water District is an "equal opportunity employer" and prohibits discrimination in employment based on race, creed, color, national origin, sex, marital status, age, disability, retaliation, sexual orientation/gender identity, honorably discharged veteran or military status, or use of a trained dog guide or service animal by a person with a disability.