

Northeast Sammamish Sewer and Water District is a special purpose district serving approximately 4,810 customers. The District Office is located approximately 25 miles east of Seattle and operates in the City of Sammamish and Unincorporated King County. The District operates an unchlorinated water system consisting of 45 miles of water main, 5 groundwater wells, 2 booster pump stations, 1 water treatment facility that utilizes granular media filtration, and 3 reservoirs. The District's sewer system consists of 63 miles of sewer pipe, 9 sewer lift stations, and 1550 manholes.

The Operations Manager is responsible for overseeing the daily operation, facilities management, repair and maintenance of both water and sewer distribution systems. Operations, maintenance, and repairs include main lines, service lines, pumps, reservoirs, fire hydrants, booster stations, residential wastewater grinder pumps, and the District's SCADA system. The position reports directly to the General Manager and supervises six full-time employees year-round, including one lead operator. In addition to working with the General Manager, the Operations Manager works closely with administrative staff, engineers, developers, contractors, and District customers.

Required Education, Experience, and Qualifications

- High School Graduate or equivalent with continuing on-going education. A Bachelor's degree in Engineering or Business is preferred. Will consider combination of education and experience that provides the required knowledge and abilities to fulfill the duties of the position.
- 10 years experience in water/wastewater industry in roles of progressive responsibility resulting in 2 years of project management and inspection experience, and 2 years of management experience.
- Water Distribution Manager II (or ability to acquire within 1-year)
- Cross Connection Control Specialist Certification (or ability to acquire within 1-year)
- Water Treatment Plant Operator I (or ability to acquire within 1-year)
- Must have a valid state driver's license, acceptable driving record, and ability to pass a background check.

Preferred Skills and Attributes

- Strong written and oral communication skills
- Personable and customer service orientated
- Ability to lead, train, and develop employees
- Strong computer skills with proficiency in Microsoft Office
- Knowledge of industry standards, regulations, equipment, and systems including SCADA and GIS
- Ability to read schematics, engineered drawings, and site plans.
- Knowledge of utility construction and repair procedures

- Comfortable preparing and giving presentations to commissioners, project stakeholders, and the public
- Ability to prepare and manage a budget, compile and analyze quotes from contractors, and approve required purchases
- Ability to oversee maintenance of fleet and equipment
- Ability to operate heavy equipment (CDL preferred but not required)

Duties

- Identify and address maintenance issues in timely manner
- Delegate tasks and responsibilities to operations personnel
- Prepare and manage operations and maintenance budget
- Work with the General Manager and engineers to prepare and execute the capital improvement budget.
- Maintain and update District construction standards and maintenance programs
- Prepare, organize, and review bid documents and purchase agreements; obtain, analyze, and present contractor quotes; and review permit applications and technical support documents for developer extensions and repairs.
- File for various construction permits and uphold conditions
- Management and oversight of District's water quality programs
- Attend regular Board Meetings and report on operations status
- Maintain the District's small works and vendor rosters

Compensation range is \$90,000 - \$120,000 and is negotiable depending on qualifications. The District offers paid holidays, vacation, and sick leave as well as a competitive benefits package that includes medical, dental, vision, life, short and long-term disability insurance, and a health reimbursement account. State of Washington PERS retirement plan is provided and employees have the ability to participate in the State of Washington Dept. of Retirement deferred compensation program.

Qualified applicants can submit resumes with cover letters to Laura [@nesswd.org](mailto:Laura@nesswd.org). Selected candidates will be contacted for interviews. Resumes with cover letters may also be mailed to Northeast Sammamish Sewer and Water District, 3600 Sahalee Way NE, Sammamish, WA 98074.