

# Eastsound Sewer and Water District Orcas Island



*Seeks*

## General Manager Wastewater Treatment Plant

Gener

**SALARY: \$100,000 - \$110,000 DEO + Generous Benefits ([www.eswd.org](http://www.eswd.org))**

**Open Until Filled – First Review of Resumes – FEBRUARY 10, 2020**

**Send Resume and Cover Letter to Janice Corbin at [sescorbin@msn.com](mailto:sescorbin@msn.com)**

### Position Overview

Located on Orcas Island in the San Juan Islands, the Eastsound Sewer and Water District is seeking a General Manager to manage the plant operations and administrative responsibilities. Committed to meeting the needs of the District's customers and ensuring the surrounding waterways are protected due in part to the acquisition of upgraded equipment in the wastewater treatment plant, the General Manager will be responsible for meeting the needs of the communities of Orcas Island into and through the next decade.

The successful candidate will possess a WWTP Operator II certification at a minimum and be in the process of acquiring the Operator III certification and have a proven track record in managing the operations of 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 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 current industry practices and knowledgeable about the District's day-to-day operations in successfully managing the 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 which will include the integration of 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 expectation.
- 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 II or 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 the 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.