



Ames Lake Water Association
PO Box 691, Fall City, WA 98024
425-222-7003 t
425-222-6396 f

Ames Lake Water Association is a member owned Cooperative with approximately 1,100 active connections.

POSITION TITLE: SYSTEM MANAGER
DIRECTLY REPORTS TO: ALWA Board of Directors
DIRECTLY SUPERVISES: Water Operator
STATUS: Hourly, part-time

JOB SUMMARY:

With minimal supervision, the ALWA System Manager is responsible for managing the ALWA water system, including planning and implementing the ALWA Water System Plan and special Board-approved projects, routine and non-routine operations management, engineering documentation, regulatory compliance, and reporting to and communication with the Board of Directors and other entities.

The System Manager is an hourly position based on an as-needed basis, but not to exceed 30 hours per week without pre-approval by the Board of Directors. Benefits include Paid Time Off (PTO) and a financial contribution to a health care plan.

JOB DUTIES & RESPONSIBILITIES:

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required, and the scope of responsibilities. They are not to be construed as exclusive or all-inclusive, as other duties may be required and assigned.

1. Manage the day-to-day operation of the ALWA water system
2. Regulatory compliance
 - a. Maintain ALWA certifications (Water Treatment Plant Operator, Water Distribution Manager I and II, Cross Connection Control Specialist, Basic Treatment Operator)
 - b. Maintain permits and relationship with Department of Health (DOH) and Department of Ecology (DOE)
 - c. Develop and maintain the safety program
 - d. Develop and maintain the cross connection control program
 - e. Develop and maintain the water use efficiency plan
 - f. Maintain the coliform monitoring plan
 - g. Obtain proper permits for Right of Way (ROW) work
 - h. Ensure compliance with applicable federal, state, and local regulations
 - i. Administer and ensure quality-sampling programs
 - j. Maintain emphasis on security

- k. Keep abreast of new regulations and plan for their implementation.
- 3. As project manager, manage and implement the ALWA Water System Plan and other Board-approved special projects
 - a. Prepare, manage and report budgets and schedules to Board of Directors
 - b. Prepare bid documents, evaluate bids, and make contractor recommendations to the Board of Directors
 - c. Negotiate water system, engineering and construction contracts on behalf of the Board of Directors
 - d. Manage contractors and their work
 - e. Approve invoices for contractor work
 - f. Approve purchase requisitions for water system operation & maintenance
 - g. Manage and implement water system repairs that exceed \$500.
- 4. Manage ALWA contracts
 - a. Water system and engineering consultants
 - b. Contractors and subcontractors.
- 5. Manage key relationships
 - a. Hydrogeologists
 - b. Contractors and subcontractors
 - c. Engineering firms
 - d. Legal counsel
 - e. Water systems and technical consultants
 - f. Government agencies (e.g., Department of Health)
 - g. Water system vendors and suppliers.
- 6. Provide technical support and backup coverage for the Water Operator
- 7. Planning
 - a. Develop and maintain the budget and schedule for all capital improvement projects
 - b. Plan and supervise capital projects and maintenance projects
 - c. Solicit bids and proposals for capital projects and maintenance projects exceeding \$500, monitor progress, oversee testing and disinfection as necessary, and recommend payment for work performed appropriately.
- 8. Documentation
 - a. Read, interpret, and correct system engineering drawings, maps, specifications, bid package documents, water system plans, etc.
 - b. Update and rewrite the operations manual
 - c. Review and maintain the ALWA Water System Plan.
- 9. Reporting
 - a. Prepare annual consumption reports for the Board of Directors each May
 - b. Prepare and file all regulatory compliance reports
 - c. Prepare annual report for Annual Member Meeting in September
 - d. Prepare the Cross-Connection Control (CCC) report each January
 - e. Prepare Consumer Confidence Report (CCR) for release before July 1 each year

- according to Department of Health and federal specifications
- f. Prepare the monthly chlorine report for the State of Washington
 - g. Participate in monthly meetings with the Board of Directors.
10. Manage water system repairs that do not exceed \$500 (implemented by the Water Operator)
11. Adheres to all policies, procedures & standards of ALWA and pertinent federal, state, local laws relating to position functions
12. Any other tasks assigned by the ALWA Board of Directors.

JOB REQUIREMENTS:

A. Licenses and certifications

- Bachelors degree and/or at least five years of project management experience
- Water Distribution Manager, Grade II (WDM II) or higher
- Valid Washington Driver's License
- First Aid and CPR certification.

B. Skills and experience

- Water system or other utility operating experience
- Project management experience with engineering & construction projects
- Organizational and people skills
- Equipment tools, material and methods used in the operation and maintenance of pumps, pressure regulating valves, chlorinating equipment, electric motors, motor control centers
- Ground water wells, deep well turbine pumps and vertical turbine pumps
- SCADA systems
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

C. Physical requirements

- Manual labor requiring bending, kneeling, lifting, and use of manual & power tools
- Travel regularly by vehicle for ALWA related duties & activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.

ENVIRONMENT OF POSITION:

System Manager work is secondarily performed outdoors in varying weather conditions. Employee will be exposed to risks and physical hazards from mechanical/electrical equipment and traffic, and may be exposed to noise, fumes, chemicals, and water under pressure. Physical effort may be required to perform heavy manual labor in confined spaces and undesirable working conditions.

Unless an express written contract duly approved by Ames Lake Water Association's Board of Directors provides otherwise, this position is "at-will", meaning either party may terminate employment at any time and for any reason that is not prohibited by law. This description may be amended at any time and shall not constitute an agreement between Ames Lake Water Association and any employee.