



WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road
PO Box 1390
Woodinville, Washington 98072-1390
(425) 487-4100
FAX (425) 485-6381

POSITION ANNOUNCEMENT – Director of Operations & Maintenance

OPENING DATE: May 29, 2024

CLOSING: First Review June 26, 2024 (Open Until Filled)

POSITION: Director of Operations & Maintenance

EMPLOYMENT TYPE: Full time, Non-Exempt.

SALARY RANGE: \$148,429.39 to \$198,909.58 Annual Salary (DOQ)

POSITION:

This position manages the District's Operations and Maintenance Department and provides direct supervision of the Department employees. The Director of Operations and Maintenance reports to the General Manager and coordinates with others on the District's management team.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Five years progressively responsible management or supervisory experience in a public utility or water and sewer district.

High School Diploma or General Equivalency Diploma (GED).

Water Distribution Manager IV.

DISTRICT BENEFITS:

The District offers a full benefits package with full family coverage for medical, dental, and vision. The District offers many other benefits including.

- 12 days of vacation per year. Accrual rate is 3.6924 hours per pay period for the first year of employment.
- 12 days of sick leave per year. Accrual rate is 3.6924 hours per pay period.
- 13 paid holidays per year, including 2 floating holidays (employees' choice).
- Washington State Department of Retirement Systems (PERS), which offers a guaranteed monthly benefit once vesting criteria has been met.
- Employees may contribute to a 457 Deferred Compensation Plan, that the District will match contributions up to 2% of base pay.
- Other benefits offered: HRA VEBA, Flexible Spending Account (FSA), Training and Tuition Assistance, Short-Term and Long-Term Disability Insurance, Aflac and Colonial Life, Employee Assistance Program.

WORK ENVIRONMENT:

Work is performed primarily in an office environment with field inspections of work sites where the employee may be exposed to adverse weather conditions, loud noises and hazards from automobile traffic, heavy equipment, and construction sites. Subject to 24-hour call-out for emergencies.

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 20 pounds.

EQUITY STATEMENT:

Woodinville Water District strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age disability, veteran status, genetic information, or any other protected status under federal, state, and local laws. We believe diversity and inclusion among our teammates is critical to the success of our District operations.

HIRING PROCESS:

Upon completion of initial review, selected applicants will be contacted for additional information and possible interview. Prior to employment, a criminal history background check and reference checks will be conducted.

TO APPLY:

Submit a completed District Application Form or email resume to jobs@woodinvillewater.com. Application Forms are available on our website at www.woodinvillewater.com. Applicants who are invited to participate in the interview process will be notified by phone.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please email stachibana@woodinvillewater.com.

**THE WOODINVILLE WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND MAINTAINS POLICIES FOR A DRUG-FREE AND SMOKE-FREE WORK ENVIRONMENT.**