



APPRENTICESHIP PROGRAM

2 Year Limited Term - Full-Time Position – Hourly Rate: \$24.00
Open until filled, Applications reviewed upon receipt

If you are looking for a new career and want to gain knowledge and experience in the water & sewer industry, we may have an opening for you! We are currently accepting applications for an opening in our Apprenticeship Program.

The Apprenticeship Program is a formalized training program where you will get hands on experience in the water and sewer departments by assisting and job shadowing current employees within the department they are working.

The Apprentice will learn the day-to-day operations and maintenance of the District's water and sewer infrastructure while providing safe, efficient, and reliable water and sewer service to the District's customers. The Water Department is responsible for the District's Water infrastructure including treatment facilities, wells, boosters, interties, pressure reducing valves, tanks, mains and their appurtenances. The Sewer Department is responsible for the sewer convenience system and facilities, which includes lift stations and grinder pumps and appurtenances.

This is a 2 Year - full-time, hourly position working 7:00am–4:30pm, Monday–Friday with every other Friday off. Work is primarily performed outdoors in varying weather conditions.

Required Qualifications & Certifications

- ✓ High school diploma or GED
- ✓ Valid Washington State Driver's License in good standing
- *Ability to obtain within one year from date of hire: Confined Space Entry, Washington State Flagging Card*
- *Ability to obtain within two years from date of hire: Competent Person, A/C Pipe*

Desirable Skills and/or Experience

- Learn and understand appropriate materials, methods, tools, equipment and practices involved in construction, maintenance, repair, and operation of water systems
- Operating heavy machinery, specialize equipment and hand tools
- Exemplary communication and interpersonal skills, including tact, diplomacy, and professionalism when working with the public and District staff
- Windows Operating System; Microsoft Office Products

District Benefits include: Employer Paid Medical, Dental, Vision, Long-Term Disability & Life Coverage; 12.5 Holidays, 12 Vacation days, 12 Sick days and Public Employers Retirement Plan.

Specific Applying and Interview Instructions:

Apply online at www.spwater.org / [SPWater Application](#)

You may also submit a completed application, cover letter and resume to HR@spwater.org. We will notify applicants invited to participate in the interview process via email. *We are a Drug Free Workplace and Equal Opportunity Employer.*



SAMMAMISH PLATEAU WATER & SEWER DISTRICT

Job Title:	Apprentice	Date:	April 2021
Employment Status:	2 Year Limited Term	FLSA Status	Non-Exempt
Department:	Operations – Water/Sewer	Manages Others	No
Reports To:	Water, Sewer & Assistant Water Superintendents	Purchasing Level:	Employee

Summary:

Under supervision of the Water Superintendent, assist and job shadow a Technician in the operations and maintenance of the District’s water production and treatment to include treatment facilities, wells, boosters, facility control valves, interties, and reservoirs.

Under supervision of the Assistant Water Superintendent, assist and job shadow a Technician in the day to day operations of automated metering infrastructure (AMI) consisting of diagnostics, maintaining, installing, repairing water meters, and direct response for the District’s water infrastructure to include pressure reducing valves and mains and their appurtenances.

Under supervision of the Sewer Superintendent, assist and job shadow a Technician in the operations and maintenance of the District’s sewer infrastructure to include lift stations, side sewers, grinder pumps, and mains and their appurtenances.

Provides safe, efficient, and reliable services and supports management and policy making functions associated with the District’s Mission.

Core Competencies/Responsibilities:

- Assists in performing scheduled preventative maintenance of treatment facilities, wells, boosters, interties, PRV’s, tanks, and mains and their appurtenances, by routinely locating, inspecting, monitoring, and repairing as identified to maintain assets in the best viable condition to extend their infrastructure useful life.
- Assists in Installs and maintains water infrastructure in accordance to District standards. Learn and understand the technical operational standards for current construction projects to understand how design and construction standards are being met.
- Assists in performing scheduled preventative maintenance of lift stations, sewer lines, valves, grinder pumps, and manholes by routinely locating, inspecting, monitoring, and repairing as identified to maintain assets in the best viable condition to extend their infrastructure useful life.
- Assists in performing daily audit of the meters and promptly follows-up and investigate missing reads according to established criteria. Learn and understand how to perform diagnostics and troubleshooting of nonfunctioning water meters and automated metering infrastructure (AMI) components and system.
- Helps collect and record data and condition assessment for asset management.

- Records accurate time and materials in Computerized Maintenance Management System for operating, maintaining and work performed on District assets, to include infrastructure, vehicles, and tools.
- Other job assignments may be required based on the needs of the District.

Required Knowledge, Skills and Abilities:

Knowledge & Skills to Learn:

- Learn and understand appropriate materials, methods, tools, equipment and practices involved in construction, maintenance, repair, and operation of water systems
- Operating heavy machinery, specialize equipment and hand tools
- Understand standard safety procedures and regulations for confined space
- Learn to read and interpret construction drawings, as-built, and maps
- Methods and techniques utilized in planning, scheduling, maintenance, and work repair
- Understand the use of equipment necessary for calibration and testing, flow and pressure testing
- Learn and understand Department of Health Regulations and reporting requirements
- Windows Operating System; Microsoft Office Products; Computerized Maintenance Management System; SCADA; Arc GIS Enterprise; SharePoint; and other District applications

Skills:

- Work effectively and efficiently with District customers and other agencies
- Strong organization, time management, follow-through and customer service skills

Abilities:

- Practice and follow safety, rules, regulations and procedures necessary to maintain a safe work environment
- Work constructively in a team oriented environment including being able to communicate with tact, diplomacy, and professionalism
- Work effectively with supervision and in a team approach setting
- Meet deadlines and balance multiple or changing priorities while producing accurate work product
- Multitask, prioritize, track projects, and follow through with assigned tasks

Requirements:

- High School Diploma or equivalent
- Valid Washington State Driver's License in good standing

Certifications and Training Requirements within 1 year from date of hire:

- First Aid/CPR Certificate
- WA State Flagging Card

Certifications and Training Requirements within 2 year from date of hire:

- Water Distribution Specialist/Manager (WDS/M)
- Competent Person

Recommended Training:

- Cross Connection
- Wastewater Collection (WWC)

Additional Training/Requirements/Responsibilities

- First Aid/CPR Certificate
- Incident Command System (ICS) training: ICS-100, ICS-200
- National Incident Management System (NIMS): IS-700
- May provide assistance in operating functions during an emergency

Working Hours: 7:00 am – 4:30 pm M-F (9x80) and extended hours during Emergencies or as work load requires

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Specific Conditions and demands typically encountered on the job

<i>Condition/Demand</i>	<i>Frequency</i>
• Driving–Vehicle/Equipment	Frequently (55%-79%)
• Traffic Control/Flagging	Occasionally (10%-29%)
• Working Outdoors	Frequently (55%-79%)
• Working Indoors	Occasionally (10%-29%)

Work Conditions typically encountered on the job

<i>Condition</i>	<i>Frequency</i>
• Chemical Agents	Frequently (55%-79%)
• Dust	Frequently (55%-79%)
• Electrical Shock / RF Frequency	Possibility
• Fumes, Odors	Occasionally (10%-29%)
• Noise	Frequently (55%-79%)
• Precarious Places	Occasionally (10%-29%)
• Vibration	Frequently (55%-79%)
• Wet/Humid Weather Conditions	Occasionally (10%-29%)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Demands</i>	<i>Frequency</i>
• Balancing	Constantly (80%-100%)
• Bending/Stooping	Frequently (55%-79%)
• Climbing–Stairs, Ladders, Slope	Occasionally (10%-29%)
• Crawling	Possibility
• Crouching	Occasionally (10%-29%)
• Entering confined spaces	Occasionally (10%-29%)
• Grasping/Handling	Frequently (55%-79%)
• Kneeling	Occasionally (10% - 29%)
• Neck Flexion/Extension	Occasionally (10%-29%)
• Reaching Forward	Frequently (55% - 79%)
• Reaching Overhead	Occasionally (10% - 29%)
• Repetitive Motions	Frequently (55%-79%)
• Sitting	Occasionally (10%-29%)
• Standing	Frequently (55%-79%)
• Twisting	Seldom (1% to 9%)
• Walking	Frequently (55%-79%)

Physical effort typically applied while on the job

Lift/Carrying

- 0 - 1 lb.
- 1.1- 10 lbs.
- 11 - 25 lbs.
- 26 - 50 lbs.
- 51 - 75 lbs.
- 76 - 100 lbs.
- Over 100 lbs.

Frequency

- Constantly (80%-100%)
- Constantly (80%-100%)
- Periodically (30%-54%)
- Periodically (30%-54%)
- Periodically (30%-54%)
- Occasionally (10% - 29%)
- Occasionally (10% - 29%)

Physical effort typically applied while on the job

Pushing/Pulling

- 0 - 1 lb.
- 1.1- 10 lbs.
- 11 - 25 lbs.
- 26 - 50 lbs.
- 51 - 75 lbs.
- 76 - 100 lbs.
- Over 100 lbs.

Frequency

- Constantly (80%-100%)
- Constantly (80%-100%)
- Constantly (80%-100%)
- Frequently (55%-79%)
- Occasionally (10% - 29%)
- Occasionally (10% - 29%)
- Occasionally (10% - 29%)

Mental and/or visual demands typically sustained while on the job

Demand

- Hearing
- Seeing
- Smelling
- Talking
- Tasting

Frequency

- Constantly (80%-100%)
- Constantly (80%-100%)
- Frequently (55%-79%)
- Constantly (80%-100%)
- Possibility

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Superintendent: _____

Date: _____

Operations Manager: _____

Date: _____

Human Resources: _____

Date: _____

General Manager: _____

Date: _____