

# Employment Opportunity

## Service Technician I - II

FLSA: Non-Exempt

Salary: \$23.34 - \$40.79 per hour; DOE

Closes: October 24, 2025, at 4:30 PM (First review); Open until filled

Manchester Water District is recruiting an experienced water service technician that has the skills and knowledge to perform construction, maintenance, and repair of public water system distribution components and facilities. Duties include daily rounds, customer service requests, meter reading, water main flushing, regulatory water compliance sampling, water main repairs, SCADA troubleshooting, heavy equipment operation, and locating of utilities. It is essential that the candidate be able to perform standby and call-back duty on a weeklong rotational basis.

### **Qualifications**

High School Diploma or GED

Washington State Driver's License

Washington State Commercial Driver's License Class B w/ air brakes is preferred

One (1) or more years of increasingly responsible experience as a water system operator

Washington State Water Distribution Manager 1 - (or OIT within 1-year) - Service Tech I

Washington State Water Distribution Manager 2 - (or within 1-year) – Service Tech II

Cross Connection Control Specialist – (or within 1-year)

Washington State Flagger Certification – (or within 1-year)

First Aid/CPR/ AED Certification – (or within 1-year)

### **Benefits**

Medical, Dental, Vision (100% paid for employee)

Washington State PERS pension plan

13 paid holidays per year

Annual leave up to 4 weeks per year

Sick leave accrual up to 12 days per year

Deferred Compensation Plan available (District matches up to \$100/month)

Annual Cost of Living Adjustments (COLA); dependent on CPI-U and Board approval

Annual Longevity Incentive - 1% hourly wage increase after 60 months. 1.5% after 120 months

Tuition assistance upon approval by Board

Applicants interested in applying for this position must submit a completed District application and send the completed form to PO Box 98, Manchester, WA 98353, or email to Tony Lang at [tlang@manchesterwater.org](mailto:tlang@manchesterwater.org). Resumes will be accepted **in addition** to the application.

**“We are a Drug Free Workplace and Equal Opportunity Employer”**

## **Employment Opportunity**

We will notify applicants invited to participate in interviews by phone or email after the initial closing period. As this is a safety sensitive position, a driving abstract, pre-employment drug screen, and background check will be required prior to employment for the selected candidate.

**“We are a Drug Free Workplace and Equal Opportunity Employer”**

# Manchester Water District

## JOB DESCRIPTION

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**POSITION:** Service Technician I - II  
**SALARY:** \$23.34 - \$40.79 per hour; DOE  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Operations Foreman  
**EFFECTIVE DATE:** October 2025

### GENERAL POSITION SUMMARY:

Experienced level position that performs various manual labor activities, equipment operation, and routine and scheduled activities in support of the operation, maintenance, repair, and construction of the public water system and related facilities. Position may also assist with the training of less experienced technicians.

### ESSENTIAL DUTIES:

- Provide maintenance, repair, and/or installation of District production and distribution infrastructure (meters, valves, pipe, facilities, hydrants, etc.).
- Collect state regulatory agency water samples so that finished water meets all applicable state/federal regulations for quality and quantity.
- Respond to system emergencies as appropriate.
- Flushing of water mains and tracking water loss.
- Read water meters for utility billing.
- GIS and GPS data collection and inputting.
- Check for leaks, high/low pressure and other water service problems.
- Knowledge of SCADA and troubleshooting communication issues is desired.
- Perform maintenance activities for vehicles, hydrants, meters, mains and valves.
- Ensure adequate job-related documentation, job cost forms, time sheets, permits, and other related documentation as required to perform tasks and projects in an efficient and compliant manner.
- Perform daily rounds, customer service requests, and locating of underground infrastructure.
- Perform standby and callback duty as a first responder on a rotational basis.

### SECONDARY DUTIES:

- Provide crew training as requested.
- Participation in safety meetings.
- Responds to inquiries and complaints as appropriate.
- Maintain pumping and storage facilities, heavy equipment, and tools.
- Repair, replace, and maintain water meters.
- Other duties as assigned.

## **JOB PRESSURES:**

Position can be complex due to system emergencies that require prompt technician response. Technicians must develop an understanding of District hydraulics, pressure zones, including the knowledge and ability to repair system components. Position experiences regular interruptions and constantly changing priorities.

## **INTERPERSONAL SKILLS:**

Communication and customer service skills are important as this position interacts with the public, consultants, and contractors. This position is responsible for modeling and adhering to District values.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- High School diploma or GED.
- Higher education or vocational training in engineering, SCADA, GIS, waterworks treatment and/or plumbing/pipefitting preferred.
- One (1) or more years of increasingly responsible experience as a water system operator.

### Certifications/Licenses:

- Service Tech I - Washington State Water Distribution Manager 1 (or OIT within 1-year).
- Service Tech II – Washington state Water Distribution Manager 2 (or within 1- year).
- Washington State Driver's License.
- Coss Connection Control Specialist (or within 1-year).
- A valid Washington State Class B Commercial Driver's License, with an acceptable driving record is preferred.
- Washington State Traffic Control Flagger certification (or within 1-year).
- First-Aid/CPR/AED certification (or within 1-year).

### Knowledge, Ability and Skills:

- Good customer relations and communication skills, including tactfully working with difficult and unreasonable customers or citizens.
- Technical knowledge of water utility systems including troubleshooting and maintenance.
- Ability to read and understand mechanical drawings and blueprints.
- Ability to work effectively with water District personnel and the public.
- Skills and/or ability to operate heavy equipment and light equipment.
- Good reasoning, judgement and decision-making skills.
- Ability to organize own work assignments and work independently.
- Basic familiarity with computers and data entry, including use of word processing, spreadsheets, and mapping software.
- Ability to read, write, speak and understand English.
- Ability to serve periodic and rotational weeklong "on-call" assignments as a first responder.
- Knowledge of safe working procedures.

### Physical Requirements And Potential Hazards:

The proceeding identifies the physical demands and potential hazards typically encountered by the position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act (ADA). The following is a brief explanation of each rating given below:

- **Not Applicable.** Not applicable or not required of the position.
- **Not Essential.** Requirement is present but is not essential to the position.
- **Occasional.** Occasional (up to 33% of working time) yet essential to the position. Example: a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
- **Frequent.** Between 34% and 66% of working time.
- **Continuous.** Between 67% and 100% of working time.

Activity	Not Applicable	Not Essential	Occasional	Frequent	Continuous
Sitting				X	
Walking					X
Standing					X
Running			X		
Bending or twisting					X
Squatting or kneeling					X
Reaching above shoulder level					X
Climbing (i.e., ladders)					X
Driving cars, light duty trucks					X
Driving heavy duty vehicles					X
Using foot controls					X
Repetitive motion of hands and/or fingers					X
Grasping with hand(s), gripping					X
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds			X		
Pushing/pulling					X
Work in or exposure to inclement weather					X
Work in or exposure to cold weather					X
Exposure to dust, chemicals, and/or fumes				X	
Use of hazardous equipment					X
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (i.e., typed material)					X
Distinguishing colors					X
Hearing conversations and/or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing and reading				X	
Distinguishing odors by smell					X
Exposure to aggressive/angry people			X		
Respiratory protection needs			X		
Exposure to work in confined spaces				X	
Other (specify)					

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Employee Signature

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Date

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General Manager Signature

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Date

**MANCHESTER WATER DISTRICT**  
**8185 E. Daniels Loop, Suite 111**  
**PO Box 98**  
**Manchester, WA 98353-0098**  
**360-871-0500 FAX: 360-871-0455**

**APPLICATION FOR EMPLOYMENT – AN EQUAL OPPORTUNITY EMPLOYER**

Manchester Water District maintains a policy of treating all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, or affectional preference, citizenship or any other characteristic protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, transfer, lay-off, termination and all other terms and conditions of employment.

Last Name:	First:	Middle:
<hr/>		
Street Address: <hr/>		
City: <hr/>	State: <hr/>	Zip Code: <hr/>
How long have you lived here?: <hr/>		
Telephone: <hr/>	Cell Phone: <hr/>	Email: <hr/>
Do you have a Driver's License?: <hr/>		
Do you have a Commercial Driver's License (CDL)?: <hr/>		
If Yes, List Class & Endorsements?: <hr/>		
Please list previous addresses for the last 10 years:		
1. <hr/>		
2. <hr/>		
3. <hr/>		
Languages Spoken Fluently (if relevant to the position for which you are applying):		
1. <hr/> 2. <hr/> 3. <hr/>		
Position Applying For: <hr/> Date Available: <hr/>		
Are you presently employed? Yes <hr/> No <hr/>		
If yes, may we contact your present employer? Yes <hr/> No <hr/>		
How did you hear of the job opening for which you are applying:		
<input type="checkbox"/> On-Line Search <input type="checkbox"/> Newspaper <input type="checkbox"/> Friends/Relatives <input type="checkbox"/> Other <hr/>		

Were you ever previously employed by the Manchester Water District? Yes \_\_\_ No \_\_\_

From When: \_\_\_\_\_ To: \_\_\_\_\_

Do you currently have unrestricted work authorization allowing you to accept employment in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

In the event of an emergency, whom may we contact?

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you willing to work evenings? Yes \_\_\_ No \_\_\_

Are you willing to work Weekends? Yes \_\_\_ No \_\_\_

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you, with or without reasonable accommodation, perform the essential functions of the position in which you are interested? **(See Job Description for Desired Minimum Qualifications)** Yes \_\_\_ No \_\_\_

Have you ever been convicted of a crime in the last 10-years that would adversely affect or prohibit yourself from performing any duties as described in the job description? No \_\_\_ Yes \_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BE AN EXCLUSION FROM EMPLOYMENT**

### EDUCATIONAL BACKGROUND

Level	Name and Address of School	Course of Study	Circle last Year Completed	Did you Graduate?	List Diploma or Degree
High School					
Technical or Business			1 2 3 4		
College			1 2 3 4		
Graduate			1 2 3 4		



**EMPLOYMENT HISTORY – START WITH PRESENT AND ATTACH ADDITIONAL SHEETS IF NECESSARY.  
PLEASE ACCOUNT FOR ANY GAPS IN EMPLOYMENT**

Name:		Position/Title:		
Address:		Duties:		
Type of Business:	Phone Number:			
From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Name:		Position/Title:		
Address:		Duties:		
Type of Business:	Phone Number:			
From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Name:		Position/Title:		
Address:		Duties:		
Type of Business:	Phone Number:			
From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

## MILITARY RECORD

Were you in the U.S. Armed Forces? No \_\_\_\_\_ Yes \_\_\_\_\_ Branch: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

List duties in service, including special training: \_\_\_\_\_  
\_\_\_\_\_

I certify that the facts contained in this application (and resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the District.

I understand that an employment offer is conditioned on a background check. I authorize the District to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the District, without giving me prior notice of such disclosure. In addition, I release the District, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, any may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the District. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the District unless made in writing.**

If I am offered employment, I agree to submit to a medical examination and drug/alcohol testing before starting work. If employed, I also agree to submit to a medical examination or drug/alcohol screening at any time deemed appropriate by the District and as permitted by law. I consent to such examinations and tests, and I request that the examination doctor disclose to the District the results of the examination, which results shall remain confidential. If I am hired, I understand that my employment or continued employment, to the extent permitted by law, is contingent upon adherence to the District's Drug and Alcohol Policy.

I understand that this application is only valid for the position applied for at present and that the Manchester Water District is not obligated to retain or consider this application for future openings. If hired, I agree to abide by all District work rules, policies and procedures. The District retains the right to revise its policies or procedures, in whole or in part, at any time.

**Applicant Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

### Personnel Use Only

Interview ( ) Yes ( ) No Interview Date: \_\_\_\_\_

Interviewers: \_\_\_\_\_