



NOTICE OF EMPLOYMENT

- POSITION TYPE:** Internal and external.
- POSTING DATES:** June 8, 2008 – July 7, 2008
- POSITION TITLE:** **Maintenance Person III-Lead**
Field Operations Department
FLSA Non-Exempt
IUOE
Level: 12
Salary Range: \$18.57-\$33.18 per hour
- RESPONSIBLE TO:** Field Operations Manager or designee

BASIC JOB FUNCTIONS:

- Handle difficult and complex maintenance situations.
- Operate in a supervisory capacity to Maintenance III, II and I personnel.
- Generate reports based upon compiled data.
- Train Maintenance personnel.
- Utilize CMMS to improve efficiency and effectiveness.
- Generate work-orders; verify job situations in the field.
- Assist in budget planning, construction planning.
- Scheduling of staff.
- Any other assigned duties or projects from the Field Operations or Assistant Manager.

ESSENTIAL JOB FUNCTIONS:

- Instruct subordinates on schedules and responsibilities.
- Check work performed by others to ensure quality and compliance to standards.
- Maintain records and submit reports as required.
- Train Maintenance III, II and I personnel.
- Ability to exercise good judgment.
- Ability to look ahead, plan and take action to improve system operation and customer service.
- Understand safety practices and procedures.
- Operate in a management capacity in the absence of the Assistant Field Operations Manager.
- Attend pre-construction meetings.
- Ability to use computers and software.
- Ability to interpret blueprints, maps and instructions.

- Understanding of District facilities, water and wastewater systems.
- Ability to effectively implement directives from the Assistant Field Operations Manager.
- Complete understanding of District specifications and goals and to make sure they are followed daily.
- Meet all the requirements of Maintenance II & Maintenance III positions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, interpret written instructions, District policies and procedures, regulations regarding standards and safety requirement, City, State and/or Federal ordinances and regulations regarding, ADA standards and safety requirements.
- Visual and auditory acuity and substantial manual dexterity.
- Ability to operative a variety of vehicles and to utilize all tools and equipment necessary to accomplish the work.
- Ability to interpret basic blueprints, specifications and maps.
- Knowledge of sound safety practices.

EDUCATION AND EXPERIENCE:

- Requires High School diploma or GED supplemented by five (5) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.
- Requires knowledge of computer monitoring and control systems applicable to the skill area.

PHYSICAL DEMANDS:

- Requires strength and stamina to perform heavy manual physical labor, lift 60 pounds, crawl, climb, bend, twist, stoop, kneel and perform repetitive lifting and to maintain such activities throughout a work shift.
- Requires ability to work out of doors in all types of weather conditions.
- Requires ability to proficiently perform certain operations using specialized equipment to accomplish maintenance and repair responsibilities.
- Requires ability to pass drug screening at time of hire and periodically at the District's option, thereafter.

SPECIALIZED REQUIREMENTS:

- Requires a Wastewater Collection Certification Level II within two years of hire date.
- Requires a WDM II at time of hire and a WDM IV within five years of hire date.
- Requires a CCS within one year of hire date.
- First Aid/CPR.
- Certified Flagging Safety card.
- Valid Washington State Driver's License Class A tanker endorsement and be in compliance with Washington State License laws and regulations.
- Confined spaces training, ability to acquire certifications in specific areas of work.

Lakehaven Utility District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, District Application, and Supplemental Questionnaire no later than 5PM July 7, 2008 to Lakehaven Utility District, c/o HR, 31627 1st Ave S, Federal Way, WA 98003. Please visit our website @ www.lakehaven.org for the complete job description and application procedures.

Incomplete applications will not be accepted.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Supplemental Questionnaire – Maintenance Person III-Lead

Name: _____

1. Outline your experience that qualifies you for the position, starting with those job duties outlined in the MP III-Lead job description.
2. What other experience do you have that would be potentially helpful to you in the MP III-Lead position that is was not included in the first question?
3. If you do not have the required certification(s), please explain how you will meet the licensing requirements of the position.
4. What small tools and equipment have you utilized that would be helpful to you in the MP III-Lead position?
5. Describe your experience utilizing computers and software programs. Please outline the software programs you have experience utilizing.
6. Have you worked in inclement weather? If so when and where.
7. Please explain your experience supervising employees.