



31627 1st Avenue South • P.O. Box 4249 • Federal Way, WA 98063-4249  
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## NOTICE OF EMPLOYMENT

<u>POSITION TITLE:</u>	<b>Wastewater Operations Administrative/Program Analyst</b>
<u>REPRESENTED BY:</u>	<b>Non-Represented</b>
<u>RESPONSIBLE TO:</u>	<b>Wastewater Operations Manager or designee</b>
<u>POSTING DATES:</u>	<b>11/28/2022 - Open until filled, first review date 12/12/2022</b>

Lakehaven Water and Sewer District has an immediate opening for a Wastewater Administrative/Program Analyst in our Wastewater Operations Department.

<b>Position Range</b>	<b>Pay Level</b>	<b>2022 Pay Range</b>
Wastewater Administrative Analyst	9	\$35.34 – \$46.40
Wastewater Program Analyst	10	\$37.11 - \$48.65

Our team of Wastewater Operators, Maintenance Technicians, Field Maintenance, and Wastewater management staff rely closely on the duties of the **Wastewater Analyst** for administrative assistance that supports the objectives of the Wastewater department. The **Wastewater Analyst** maintains records of current District duties and requirements that regard policy, procedures, permits, and biennial budgets for the department. This position requires intermediate knowledge of various office computer programs and software for daily work. The ideal candidate must be able to stay organized, analyze data and efficiently present information as requested. The Wastewater Analyst will assist with data entry, modifications, and maintenance of the District's Cityworks CMMS system specific to the Wastewater Department, and will update and maintain O & M manuals for the District's two wastewater treatment plants per direction of the Wastewater Operations Manager or designee.

As a Lakehaven employee, you will be part of a team that has been recognized by the National Association of Clean Water Agencies for its environmental stewardship and has been a long-standing member of the American Water Works Association. Lakehaven has a service area population of over 135,000 people living across a 35 square mile area in south King County, making us one of the largest special-purpose water and sewer districts in the state. Our employees work hard to produce and treat high quality drinking water and to ensure treated wastewater adheres to EPA standards which safeguards the local ecological system of Puget Sound. If you want to work for an award-winning, innovative utility with competitive pay rates, career advancement and training opportunities, this is the right opportunity for you.

Position placement and pay is dependent upon experience and qualifications.

**BENEFITS:**

- ◆ State of Washington Department of Retirement Systems PERS Plans
- ◆ State of Washington Health Care Authority's Medical, Dental, Vision benefit programs
- ◆ [2022 Salary and Benefits Plan for Non-Represented Employees](#)
- ◆ HRA VEBA Account
- ◆ Paid Time Off
- ◆ Holiday Pay

Visit our website at [www.lakehaven.org](http://www.lakehaven.org) for the position descriptions and application. (Note: please identify which Wastewater Ops Analyst position you are applying for on your application – WWAA or WWPA.)

Lakehaven Water and Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position **must** submit a completed [Cover Letter](#), [Resume](#), and [District Application](#), no later than 4PM 12/12/22 (this is the first review date) to [dlemaster@lakehaven.org](mailto:dlemaster@lakehaven.org) or mail to: Lakehaven Water and Sewer District, c/o HR, 31627 1st Avenue South, Federal Way, WA 98003. Incomplete application materials will not be accepted.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Human Resources Coordinator.