



24602 Old Owen Road - P.O. Box 158, Monroe, WA. 98272-0158 - Phone: (360) 794-6900 - Fax: (360) 805-0616

March 9, 2017

RE: Application

Dear Applicant,

Enclosed with this cover letter is an application form and a job description. Please fill out the application and initial the job description and return them to the District at PO Box 158, Monroe, WA 98272, no later than 4:30pm on March 31st.

We welcome and encourage your resume but you must still read and sign the application and initial the job description and attach them to the resume.

If you have any questions please feel free to call the office and we will gladly help you.

Sincerely,

A handwritten signature in black ink that reads "Susan Forbes". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Susan Forbes
Office Manager

FIELD ASSISTANT (ENTRY LEVEL) JOB DISCRPTION

JOB RESPONSIBILITIES:

Assist the direct supervisor in the following general duties:

1. Be competent in all field operations including but not limited to the following;
 - a) Be able to maintain/replace meters, meter boxes, hydrants, valves, pressure reducing valves (PRV), pumps, and pump stations;
 - b) Read meters and maintain meter reading equipment;
 - c) Maintain back flow assembly stations and reservoirs;
 - d) Assist in emergency situations;
 - e) Live within ½ hour of the District to carry pager and make emergency repairs unassisted;
 - f) Be computer literate;
 - g) Maintain mechanical equipment/tools;
 - h) Perform other duties as assigned by direct supervisor.
2. Be able to write reports when necessary.
3. Be able to communicate well with staff and the public.

The person(s) in this position shall learn the District's maintenance routine, do routine repairs/installations, do routine cleaning and maintaining water distribution equipment, machinery, tools, and meter reading.

This position requires that one must work safely and efficiently with mechanical and electrical devices and systems, tools, and machinery. Also, it requires one to be able to work well with others.

This position requires one to be in excellent physical/mental condition and have the ability to perform moderate to strenuous physical activity in all kinds of weather conditions. These activities shall include but not be limited to:

- a) Ability to stand/walk for long periods of time;
- b) Traverse rough terrain;
- c) Work in either dry or wet conditions;
- d) Climb ladders and work at heights or on scaffolding;
- e) Lift or carry up to 100 pounds;
- f) Work in confined spaces;
- g) Use of safety equipment.

This position requires one to be a minimum of 18 years of age, have a high school diploma or GED, minimum 2 years utility experience in a position similar to this one, and have mechanical spatial ability. Education credits in water distribution may apply in lieu of experience. This position requires a Washington Drivers License and excellent driving record. Within 6 months of hire date one must acquire a Washington State Flagger Certification, CPR/First Aid Card, and within one year a Water Specialist 1 certification or higher. Other certifications may be required.



HIGHLAND WATER DISTRICT
PO BOX 158
MONROE, WA 98272
360-794-6900

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

SSN _____

NAME _____
 LAST FIRST MIDDLE

ADDRESS _____
 STREET CITY STATE ZIP

PHONE # _____ CELL OR CONTACT _____

ARE YOU OVER THE AGE OF 18? _____

ARE YOU LIMITED OR PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? _____

EDUCATION:	NAME AND ADDRESS OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL OR GED				
COLLEGE				
TRADE OR OTHER SCHOOL				

EMPLOYMENT DESIRED: POSITION: _____ DATE YOU CAN START _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EMPLOYMENT RECORD: LIST BELOW YOUR LAST THREE EMPLOYERS STARTING WITH THE MOST RECENT.

NAME AND ADDRESS	POSITION	DATE EMPLOYED		REASON FOR LEAVING
		FROM	TO	

REFERENCES: GIVE THE NAMES OF THREE PEOPLE NOT RELATED TO YOU THAT YOU HAVE KNOWN FOR AT LEAST TWO YEARS.

NAME	ADDRESS	PHONE #	BUISNESS	YEARS KNOWN

CONTINUE ON OTHER SIDE

GENERAL:

AREAS OF SPECIAL STUDIES OR RESEARCH

JOB RELATED SKILLS

DO YOU HAVE A VALID WASHINGTON STATE DRIVERS LICENSE? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

IF YES PLEASE GIVE BRIEF EXPLANATION _____

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

I understand that any employment is conditioned on a background check. I authorize the company 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 Highland Water, without giving me prior notice of such disclosure. In addition, I release Highland Water, 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.

If employed I further agree that if Highland Water District advanced any paid leave before it has been accrued, or advances or loans me any money during the course of employment, or if I lose, damage, or fail to return any Highland Water District property, Highland Water District is authorized to deduct from my wages sufficient funds to repay such advances, loans, or to replace its property.

I understand that Highland Water District is a Union company and if I am offered employment I agree to join the Union and abide by the agreements set forth in the Union Contract. My wages will be set by negotiation.

If hired by Highland Water District you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You will not be hired if you can not comply with these requirements.

Highland Water District is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. No question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state, or federal law. HWD Policy #2001-08.

I have read and understand the above statements. If hired by Highland Water District I abide by the Highland Water District Policies, as amended.

Signature

Date