



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

May 15, 2024

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. Position will be open until filled.

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, appearing to read "Shanika Holen", with a long horizontal flourish extending to the right.

Shanika Holen
Administrative Assistant



24602 Old Owen Rd, P.O. BOX 158, Monroe, WA. 98272 Phone:(360) 794-6900 Fax:(360) 805-0616 staff@highlandwaterdistrict.com

SEASONAL FIELD ASSISTANT JOB DISCRPTION

JOB RESPONSIBILITIES:

Assist the direct Field Supervisor and Field Assistant in the following general duties:

ESSENTIAL JOB FUNCTIONS:

- Landscaping tasks such as driving a mower, raking, weeding, and line trimming.
- Safely operate hand tools and assigned power equipment.
- Ability to communicate effectively both orally and in writing with the public, supervisors, and other staff members of the District.
- Ability to work independently or as a part of a team.
- Ability to shovel and sweep for extended periods.
- Ability to work and move around on rugged terrain without assistance.
- Ability to lift 50 pounds.
- Follow OSHS and WISHA safety laws.
- Operate department vehicles in a proper and safe manner.
- Perform related duties as assigned.

EDUCATION and EXPERIENCE:

Applicant must be at least 18 years of age and have the physical ability to perform the job functions.

LICENSES and OTHER REQUIREMENTS:

- A valid Washington State driver's license is required.
- Current Traffic Control Flagger Certification is preferred, but not required.
- Fully vaccinated against the COVID-19 virus prior to start date.

TO APPLY:

Please complete a Highland Water District application form (downloaded at www.highlandwaterdistrict.com) and attach resume and cover letter

Highland Water District is an equal opportunity employer. Any person requiring ADA accommodation advise the District of the needed. Please call (360) 794-6900.

Location 24602 Old Owen Rd, Monroe, WA 98272

Mailing Address: PO Box 158, Monroe, WA 98272

RATE OF PAY: \$18.00 -22.00



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: _____ **DATE YOU CAN START** _____
 POSITION: _____

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 I lose, damage, or fail to return any Highland Water District property, the District is authorized to deduct from my wages sufficient funds to replace its property.

I understand that Highland Water District is a Union company and if I am offered employment I agree to 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 will abide by the Highland Water District Policies.

Signature

Date