

## COLTON WATER DISTRICT SUPERINTENDENT POSITION ANNOUNCEMENT

**Job Title:** Colton Water District Superintendent

**Reports to:** Colton Water District Manager and Water Commissioners

**Schedule:** Part-Time to Full-Time Dependent on Qualifications and District Needs; The typical workweek is Monday through Friday and can include evenings and weekends.

### JOB DUTIES:

- Primary person in charge of water treatment and distribution for the Colton Water District
- Ensure compliance with all applicable drinking water regulations, environmental regulations, and safety regulations.
- Investigate problems or irregularities in the water treatment and distribution processes; identify causes, and determine proper remedies in direct appropriate action to correct the situation.
- Identify and respond to all complaints, concerns, and questions from the public regarding water supply, water treatment, water quality, etc.
- Supervise and direct routine or emergency operations of the water facilities to ensure a continuous safe water supply.
- Keep the District Manager and Water Commissioners accurately informed concerning water department operations, present and potential work problems, and suggestions for new or improved ways of addressing such problems.
- Keep and maintain department records and make reports to local, state, and federal authorities.

**QUALIFICATIONS:** Preferred or ability to obtain.

- 1-5 years related experience within a water system/district, or any equivalent combination of education and experience.
- Oregon Health Authority Certifications:
  - OHA Water Treatment Plant Operators Certification Level 2
  - OHA Water Distribution Operators Certification Level 1Note: Colton Water District may facilitate obtaining certifications

- Possess a valid Oregon state driver's license and be insurable.
- Excellent organizational as well as verbal and written communication skills.
- Knowledge and competence with computer systems including Microsoft Office Suite and Water District-related technology (electronic meters, SCADA systems, etc.)
- Residency within the district is desired, but not required.

### WORKING CONDITIONS:

- Involves risks or discomforts. e.g. confined space operations, climbing ladders, working around moving parts and equipment, which requires some safety precautions and/or the use of PPE.
- May be exposed to loud noises, vibrations, chemicals (including chlorine), toxic gasses and fumes, germs, bacteria and allergens, microwaves, sunlight, and oils.
- Requires working indoors, outdoors, and in industrial water treatment environments.

**COMPENSATION:** Depends on Experience

**HOW TO APPLY:** Resumes may be submitted electronically or mailed/dropped off at the Colton Water District. Please send a resume with a cover letter and professional references.

Submit electronically to [bh@coltonwater.org](mailto:bh@coltonwater.org) or mail to: Colton Water District PO Box 171 Colton, OR 97017.

The position will remain open until filled. All applications will be reviewed by the District Manager and the Colton Water Commissioners. For questions regarding this opportunity, please contact: Betty Hodges, Colton Water District Manager 503-824-2500 or email [bh@coltonwater.org](mailto:bh@coltonwater.org)

**AFFIRMATIVE ACTION:** Colton Water District is an Equal Employment Opportunity/Affirmative Action Employer.