

# GIS Engineering Tech- Water



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## **Wage or Salary:**

Salary Range starting at \$30.90/hour, per Union Scale. Competitive Pay and Benefits.

## **About the GIS Engineering Tech Position:**

Mason County PUD No. 1 is seeking an experienced and skilled GIS Engineering Technician with excellent organizational and interpersonal skills to join our water department, serving public water customers on 76 water systems throughout Mason County.

Successful applicants will be proficient in ArcGIS, ESRI, or similar mapping software and have a two-year technical degree, however years of equivalent GIS experience may be considered in lieu of a degree. Mapping proficiency will be tested prior to job offer.

The GIS Engineering Technician for water and wastewater tracks water quality and water quantity and provides support to the administration of water operations projects and programs. The tech is also responsible for taking customer calls and assisting customers with new services and compliance. This position is also responsible for all water department mapping and easement recordings and also assists other business units with mapping and easements, when necessary.

## **How to Apply:**

For a complete job description and application visit [www.mason-pud1.org](http://www.mason-pud1.org). Applications are required for consideration and can be emailed to [karnold@mason-pud1.org](mailto:karnold@mason-pud1.org), or received at the PUD office, no later than 5:00 p.m. on Friday, January 26th. Late applications will not be considered, regardless of postmark.

*Internal posting with IBEW Local No. 77 is concurrent with the external posting; therefore, if a qualified candidate within the bargaining unit applies, they may be awarded the position. Mason PUD 1 is an equal opportunity employer and provider.*



## GIS Engineering Technician- Water/Wastewater

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**Department:** Water/Wastewater

**FLSA Status:** Non-Exempt

**Union/Non-Union:** Union

**Travel:** Local travel up to 20%; Regular travel to District facilities and attendance at meetings and seminars.

**Reports to:** Water Resource Manager

**Revised Date:** 01-02-2024

### About GIS Engineering Technician – Water/Wastewater Duties

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The GIS Engineering Technician for water and wastewater tracks water quality and water quantity and provides support to the administration of water operations projects and programs. The GIS Tech is also responsible for all water department mapping and assists all business units with mapping.

#### Supervisory Responsibilities:

This position has no supervisory responsibilities.

**Essential Duties and Responsibilities** include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including relevant safety meeting attendance and trainings, and actively working in a safe manner, including wearing PPE.
- Map water and wastewater system components on the computer.
- Develop and update individual system maps and overall water and wastewater maps.
- Work with District engineers to create/modify engineering designs of water and wastewater systems and facilities.
- Understand and use computer-aided drafting system.
- Understand and use global positioning system.
- Track water usage for all water systems.
- Track water quality for all water systems.
- Prepare work orders for capital improvements, new services, and service upgrades.
- Create invoices for water and wastewater sales and services.
- Work with Water Manager and customer service when new service is requested.
- Perform paperwork associated with job functions.
- Locate water lines and valves for utilities and contractors (one-call locates) with use of computerized maps.
- Assist in maintaining water quality by taking water samples when necessary.
- Assist in warehousing materials and stock trucks with needed materials. Responsible for use, care, and security of tools, vehicles, equipment, and materials utilized.
- Must be able to get along with and work effectively with coworkers, management team, and the public.
- Record all PUD easements with Mason & Jefferson Counties and file at PUD.

- Properly retain and manage public records created by this position according to Washington State retention schedules.
  - Other duties as assigned.
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### Other Job Functions

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- Assist Water Resource Manager and engineers with project permitting.
- Assist Water Resource Manager and engineers with project funding applications.
- Assist Water Resource Manager and engineers with report preparation.
- Assist with mapping of PUD facilities, electric equipment, and telecom services, when necessary.
- Assist with chlorine checks, testing chlorine residual, filling chlorinators with chlorine solution, getting monthly source meter reads.
- Perform other duties as necessary.

### Position Requirements

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

*The requirements listed below are representative of the knowledge, skill, and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience:**

- A high school diploma or G.E.D. is required.
- Two-year drafting, GIS, or engineering technician degree from an accredited community college, technical college, or other approved program.
- Preferred Experience:
  - Three (3) years' experience working in the utility industry.
  - Water/Wastewater Technician experience preferred, but not required- Water Distribution Manager Level 1 (WDM 1).
- Years of equivalent experience in GIS/Mapping may be considered in lieu of a two-year technical degree, however mapping proficiency will be tested prior to job offer.

#### **Certificates, Licenses, or Registrations:**

Must have a valid driver's license with a good driving record.

#### **Skills & Knowledge:**

- To perform this job successfully, an individual must be proficient in MS Outlook, Excel, and Word.
- To perform this job successfully, an individual must be highly proficient in ArcGIS, ESRI, or similar mapping software and have the capacity to learn the District's enterprise software & mapping program.
- To perform this job successfully, an individual must be able to communicate fluently in the English language both orally and through writing with correct grammar, spelling, and punctuation.
- Exceptional organizational skills and ability to set priorities for work flow.
- Exhibit a positive attitude and support of management decisions and company policy.
- Punctuality and regular attendance are required.

- Exhibit a desire to improve skills and knowledge through training and attention to detail regarding the daily business of the PUD.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to walk, climb stairs, bend, reach, use hands to finger, handle, or feel, and sit for extended periods of time. Occasionally required to lift and carry up to 50 pounds. Required to speak clearly and hear well when communicating over the telephone and in person.

Employee is required to map GPS coordinates for water lines and water services outside in uneven terrain, along slopes in hillsides and ditches, walking through brush and wooded areas, in all types of weather conditions. Employee must be able to navigate rough terrain with or without reasonable accommodation.

Position requires availability to work nights and weekends in emergency outage situations.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is mostly performed in an indoor office environment. The noise level in the work environment is generally quiet. Work may require manual labor outside in all types of weather, under dirty, confined and uncomfortable conditions.

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

*This institution is an equal opportunity employer and provider.*



## Mason County PUD No. 1 Application for Employment

Mason PUD 1 is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary

Date you will be available to start work: \_\_\_\_\_

Have you ever been previously employed by our organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you submit proof of legal employment authorization and identity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are under 18, can you furnish a work permit if it is required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Drivers license number (if driving is an essential job duty): \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Are you related to any PUD 1 Employee? \_\_\_\_\_

If yes, how are you related? \_\_\_\_\_

### Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your present employer? Y \_\_\_\_\_ N \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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## Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

## References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers):

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I hereby authorize Mason County PUD No.1 (the District) to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, departments of licensing, and references and to obtain additional information or opinions which the District may find useful in making a decision regarding my potential employment. I also release, indemnify and hold harmless the District, its officers, employees and agents as well as any person, current or former employer (including its officers, employees or agents) from any and all liability for claims that may arise from the seeking, gathering, providing and using of such information or opinions in connection with processing this application.

Pursuant to the Washington Fair Chance Act, I understand that possessing a criminal history does not automatically disqualify me from consideration of employment. However, if I am deemed to be a candidate that meets the qualification requirements, the District may inquire into or obtain information about a criminal record prior to making any offer of employment.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am offered employment, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_