



## **APPLICANT INFORMATION:**

East Larimer County Water District has a position open as an Field Operations Manager. Position will remain open until filled.

Complete and return the following forms:

- Completed Application for Employment
- Resume

To apply for the position, please send the above forms to:

Melissa Tremelling at [melissat@elcowater.org](mailto:melissat@elcowater.org)

Or

Mail to:

PO Box 2044  
Fort Collins, CO 80522

If your application is selected for consideration you will be contacted to schedule an interview.



## **East Larimer County Water District** **Field Operations Manager**

### **Summary**

Plans and coordinates activities of workers in operation and maintenance of potable water works system to ensure adequate water supply for human consumption by performing the following duties personally or through subordinate supervisors. Reports to and takes direction from General Manager.

### **Essential Duties and Responsibilities include the following**

- Schedules, coordinates and assists with activities concerning storage, transmission and distribution of water.
- Determines action to be taken in event of emergencies such as machine, equipment, power failure, or water line break.
- Coordinates with the General Manager and District Engineer in the preparation of plans and specifications for modification of existing transmission and distribution system to provide increased operational efficiency.
- Communicates and coordinates with Administrative Manager on work order management and related customer service needs.
- Assume role of Operator in Responsible Charge (ORC)
- Conducts pre-construction meetings with developers, contractors, District staff and others.
- Responsible for field inspection of all new water lines to ensure compliance with District standard specifications.
- Prepares department budget estimates based on anticipated material and personnel needs.
- Installs and repairs water mains, meters and services. Makes water taps, repairs fire hydrants and collects water samples. Turns service off/on for nonpayment of charges or for new occupants. Delivers notices to customers, and functions as a customer service representative.
- Responsible for pump station operation and maintenance.
- Capable of reading and understanding blue prints and engineering sketches.
- Monitors SCADA system and responds to alarms.
- Other duties as assigned.

### **Supervisory Responsibilities**

Manages subordinate supervisor(s) who supervise employees in the Field Operations Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees (meter readers). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Minimum Qualifications**

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.

- Expert knowledge of operation, maintenance and construction of potable water transmission and distribution systems including storage and pump stations.
- 7-10 years of experience supervising personnel in water utility distribution system operation, maintenance and construction.
- Understanding of utility locating requirements, procedures and techniques.
- Fleet, facilities and equipment maintenance.
- Knowledge of heavy equipment, front end loaders, backhoes, excavators, tandem dump trucks.
- Design work flows and procedures.
- Communicates effectively with direct reports as well as others throughout the organization.
- Project coordination.
- Shares expertise with others. Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Focuses on solving conflict, not blaming; Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.
- Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Inspires respect and trust.
- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Exhibits confidence in self and others.
- Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Provides regular performance feedback; Continually works to improve supervisory skills.
- Treats people with respect; Works with integrity and ethically.
- Follows policies and procedures; Completes administrative tasks correctly and on time.
- Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; Arrives at meetings and appointments on time.
- Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
- Knowledge of/experience with SCADA
- Computer and office equipment skills, specifically Microsoft Office Excel, Word, and Outlook.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

Bachelor's degree (B.S.) from four-year college or university; and ten (10) years related experience and/or training; or equivalent combination of education and experience.

Must pass pre-employment background and drug test.

### **Certificates, Licenses, Registrations**

Current driver's license with CDL endorsement. State of Colorado Water Distribution Certification Class (3) with the ability to obtain Class (4) within 6 months of hire.

### **Other Qualifications**

Must be able to respond to after-hours emergencies.

### **Physical Demands and Working Environment**

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

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear and taste and smell. The employee is frequently required to stand and walk. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is

occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

**Schedule**

Full-Time Monday - Friday

On-call and after-hours emergencies

**Compensation**

\$96,720 - \$141,294 annualized depending on experience, education and certifications.

**Benefits**

Health, Dental & Vision Insurance

Health Reimbursement Arrangement (HRA)

Paid Time Off and Sick Leave Accrual

Life Insurance

Public Employees Retirement Association (PERA) <https://www.copera.org/>

401(K) & 457 Plan



# EAST LARIMER COUNTY WATER DISTRICT APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

Last Name	First Name	Middle Name	Telephone Number
Present Street Address	City	State	Zip Code
Email Address			

Are you 18 years of age or older? . . . . . Yes  No   
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation?  
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) . . . . . Yes  No   
If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business  
or employment outside of our job? . . . . . Yes  No   
If yes, give details \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes  No   
Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_  
Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes  No   
If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) \_\_\_\_\_

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying? _____			
What machines or equipment can you operate that relate to the job for which you are applying? _____			

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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
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Have you worked or attended school under any other names? . . . . . Yes  No   
 If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes  No   
 If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No   
 If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active for a limited time. Ask the organization's representative for details.