**Planning and Compliance Specialist**

**Thurston Public Utility District (PUD)**

**Job Type: Full-Time, Permanent, FLSA Exempt**

**Location: Thurston PUD Field Operations – Olympia, WA**

**Closing: Open Until Filled**

**Pay Range: $6,262 - $8,000 per month ($36.13 - $46.15 per hour) DOQ**

**About the Job**

The Planning and Compliance Specialist (PCS) position is a FLSA exempt, at-will position that provides professional level support for operations, planning and compliance activities.

This position provides administrative, technical, and oversight support to ensure the District’s water systems are in compliance with all federal, state and local regulations.

This position assists, implements and manages programs like:

* The PUD’s Cross-Connection Control Program
* Water Quality Monitoring Testing Program including annual Consumer Confidence Reports (CCRs) and Water Use Efficiency (WUE) reports
* The Asset Management Plan (AMP)
* The Capital Improvement Plan (CIP)
* Water Rights tracking and reporting
* Preparation and implementation of Lead Service Line Reports
* Field Operations Team staff support
* Safety and Emergency Preparedness
* Water Availability tracking
* The Small Works Roster

This position attends community, Commission, and professional meetings as required.

For a list of essential duties, qualifications, and more information on this position, please visit our website at [www.thurstonpud.org](http://www.thurstonpud.org).

**Minimum Qualifications**

* High school diploma, GED, or ability to acquire one.
* Valid Washington State Driver’s License with a driving record acceptable to the PUD’s insurance carrier.
* Demonstrated skills at an intermediate level for Microsoft Excel – creating, implementing, and managing large databases.
* Associate degree in water/wastewater technology or comparable field AND five (5) years of demonstrated experience in one or more of the following areas. Additional experience may substitute education requirements.
	+ Service as a water operator
	+ Operations
	+ Planning
	+ Compliance
	+ Customer service
	+ Project management
	+ Database management
	+ Finance

**Preferred Qualifications**

* Prior job experience in the water utility field as a field technician or water quality specialist.
* Water Distribution Manager (WDM) certification is desired.
* Cross-Connection Control Specialist (CCS) certification is desired.

**Apply**

To apply, submit a letter of interest and resume to HR@thurstonpud.org.

The most qualified applicants will be asked to complete an application and additional testing will be required. Applications can be found online at [www.thurstonpud.org](http://www.thurstonpud.org).

Email: HR@thurstonpud.org

Fax: (360) 357-1172

Mail: Thurston PUD

 Attn: Human Resources

 1230 Ruddell Rd SE

 Lacey, WA 98503

**Applications will be accepted until the position is filled.** For questions regarding this recruitment, please contact our Human Resources Team at HR@thurstonpud.org or call us at (360) 357-8783.

During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) will be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

**About Thurston PUD**

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 279 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, Grays Harbor, and Kitsap counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package that includes:

* Group healthcare coverage (medical, dental, vision/optical) with low employee premiums,
* Group term life insurance, long-term disability, and accidental death and dismemberment coverage at no cost to PUD employees,
* Participation in the State of Washington Public Employees’ Retirement System (PERS),
* Voluntary participation in the State of Washington Deferred Compensation Program,
* Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
* Participation in a health reimbursement arrangement (HRA) program,
* PUD-paid training and certifications, and
* Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment