



# City of Leavenworth

700 US Hwy 2 | PO Box 287  
Leavenworth, WA 98826  
(509) 548-5275  
[cityofleavenworth.com](http://cityofleavenworth.com)

## POSITION VACANCY Water Treatment Plant Operator I or II (Weekends Required)

The City of Leavenworth, an Equal Opportunity Employer (EOE), is now accepting applications for a full-time, union-covered Water Treatment Plant Operator (WTPO) I or II position. This position will be filled at Level I or II, contingent upon the selected applicant's experience, qualifications, and/or certification(s).

The salary range for WTPO I is between \$5,701 - \$7,008 per month. The salary range for WTPO II is between \$6,458 - \$7,939 per month. The starting salary is based on qualifications and experience. The anticipated work schedule for this position is 4, 10-hour days, Saturday through Tuesday.

Excellent benefits including 100% employer-paid, family medical/dental/vision plan premium, \$255 employer HRA/veba contribution per month, 1 day each of vacation and sick leave per month, 11.5 holidays plus 2 floating holidays per year, DRS retirement plan, and comp time/overtime accrual.

The WTPO is responsible for the daily operational and maintenance activities of the City's public water system, ensuring the system operates using acceptable public health practices and in compliance with all applicable regulations. This position involves monitoring and operating the water system, as well as assisting with and completing projects related to the maintenance of the water plant, wells, booster stations, and reservoirs. Key duties include day-to-day water plant operations, cross-connection control activities, and general fieldwork. Minimum qualifications include: a High School Diploma or GED equivalent. College-level courses and/or specialized education in water treatment, wastewater treatment, or other related fields are preferred. Any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position. Possession of a valid Washington State driver's license on the employment start date, with a driving record acceptable to the City.

**WTPO I:** Must be able to obtain and maintain a Washington State Department of Health (WSDOH) issued WTPO-in-Training (OIT) 1 within six (6) months of employment start date. Must be able to obtain and maintain a Water Distribution Manager Operator-in-Training (WDM OIT) 1 or Water Distribution System (WDS) within six (6) months of employment start date. Must be able to obtain and maintain a WSDOH-issued WTPO 1 within twelve (12) months of employment start date. Must be able to obtain and maintain a WSDOH-issued Cross Connection Control Specialist certification within twelve (12) months of employment start date. Must be able to obtain a Water Distribution Manager (WDM) 1 certification within twelve (12) months of employment start date.

**WTPO II:** Must possess a current certification as a WSDOH-issued WTPO 1 and Water Distribution Manager (WDM) 1 upon employment start date. Must be able to obtain and maintain a WSDOH-issued WTPO 2 within twelve (12) months of employment start date. Must be able to obtain and maintain a WSDOH-issued Cross Connection Control Specialist certification within twelve (12) months of employment start date. Must be able to obtain a Water Distribution Manager (WDM) 2 certification within twelve (12) months of employment start date.

A pre-employment Background Check screening is required for this position. New employees holding regular positions must complete a probationary trial period of six (6) months.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday through Friday from 9:00 a.m. to 4:00 p.m., and online at [cityofleavenworth.com/employment](http://cityofleavenworth.com/employment), or by contacting Human Resources at (509) 548-5275 or [jobs@cityofleavenworth.com](mailto:jobs@cityofleavenworth.com).

The closing date for application materials is scheduled for 11:59 pm on January 29, 2026. Applicants are encouraged to apply immediately. The first review date for applications is January 30, 2026.

# Water Treatment Plant Operator I

|                        |                           |                            |                             |
|------------------------|---------------------------|----------------------------|-----------------------------|
| <b>Salary Range</b>    | \$5,701 - \$7,008/monthly | <b>Location</b>            | Leavenworth, WA (in-person) |
| <b>Department</b>      | Public Works              | <b>Division</b>            | Water                       |
| <b>Employment Type</b> | Full-Time                 | <b>Classification Type</b> | Non-Exempt                  |

## About the Position

The Water Treatment Plant Operator is responsible for the daily operational and maintenance activities of the City's public water system, ensuring the system operates using acceptable public health practices and in compliance with all applicable regulations. This position involves monitoring and operating the water system, as well as assisting with and completing projects related to the maintenance of the water plant, wells, booster stations, and reservoirs. Key duties include day-to-day water plant operations, cross-connection control activities, and general fieldwork. The Water Treatment Plant Operator reports directly to the Water Treatment Plant Supervisor.

## Essential Job Functions

Among the varied range of responsibilities held within this role, the Water Plant Operator will:

- Assist in the implementation of the Cross-connection Control program by performing inspections, organization, and monitoring of testing requirements, and assisting in documentation and recordkeeping.
- Perform routine water plant and pump station maintenance duties, such as lubricating pump bearings, using hand-operated grease guns, and cleaning, preparing, and painting machinery, equipment, and facilities. Repair or replace valves, switches, motors, and related equipment as required or assigned.
- Perform day-to-day operations of the water system, including obtaining distribution samples, cleaning intake screens, checking chlorine gas systems, backwashing treatment filters, and lab work on pH, turbidity, and alkalinity. Additionally, the individual will monitor Supervisory Control and Data Acquisition (SCADA) systems and make necessary adjustments.
- Maintain the water system and facilities by performing routine duties such as pump maintenance, plumbing repairs, lubricating pump bearings, and cleaning/painting machinery and facilities, while also ensuring the verification and calibration of all equipment.
- Assist in maintaining records, logs of daily operations, record meter and gauge readings, weather conditions, equipment malfunctions, and related information.
- Collect and test water, monitor and apply chemicals as needed, and document and report test results for reports to regulatory agencies.
- Monitor and maintain inventory needed for division work, making purchases as necessary, and performing product research or placing orders as required.
- Perform site checks and testing on city equipment and at city-owned facilities. Clean and maintain as required.
- Ensure work complies with WISHA safety standards and the City's Accident Prevention and Safety Program, including identifying unsafe working conditions and deficiencies and taking appropriate action to immediately correct them.
- Ensure work complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies.
- Perform task management software functions for the division (e.g., PermitTrax).
- Be available for on-call times during off-hours of the day and shall be available to work weekends, holidays, festivals, and other shifts as necessary to ensure proper operation of the water system.

### *Other job functions:*

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

## **Pre-Employment Screening**

The following pre-employment screening(s) are required for this position:

- Background Check

## **Qualifications Requirements**

- High School Diploma or GED equivalent. College-level courses and/or specialized education in water treatment, wastewater treatment, or other related fields are preferred.
- Any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position.
- Possession of a valid Washington State driver's license on employment start date, with a driving record acceptable to the City.
- Must be able to obtain and maintain a Washington State Department of Health-issued Water Treatment Plant Operator-in-Training (WTPO OIT) 1 within six (6) months of employment start date.
- Must be able to obtain and maintain a Water Distribution Manager Operator-in-Training (WDM OIT) 1 or Water Distribution System (WDS) within six (6) months of employment start date.
- Must be able to obtain and maintain a Washington State Department of Health-issued Water Treatment Plant Operator (WTPO) 1 within twelve (12) months of employment start date.
- Must be able to obtain and maintain a Washington State Department of Health-issued Cross Connection Control Specialist certification within twelve (12) months of employment start date.
- Must be able to obtain a Water Distribution Manager (WDM) 1 certification within twelve (12) months of employment start date.

### *Requires knowledge of:*

- Water distribution and treatment procedures, including the equipment, materials, and tools used for the operation and maintenance of motors, pumps, compressors, and water treatment plant machinery.
- Water sampling, testing, and analysis procedures; chemical delivery systems; and methods for Cross-connection control.
- Automatic control valves and their maintenance, as well as basic Supervisory Control and Data Acquisition (SCADA) telemetry systems.
- Mathematical, scientific, and mechanical information related to the field; principles of facility and equipment testing; and practices for basic recordkeeping and report writing.
- Safe work practices and procedures for hazardous material handling.
- Basic computer skills and knowledge of departmental budgets and operations.

### *Requires the ability to:*

- Provide efficient customer service and communicate clearly and objectively, both verbally and in writing.
- Utilize patience, tact, diplomacy, and courtesy when dealing with the public and employees.
- Create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public.
- Understand and thoroughly follow both oral and written instructions.
- Perform preventative maintenance on electric motors, diesel engines, pumps, compressors, valves, chemical feed equipment, and related equipment.
- Perform maintenance and repair of plumbing and electrical systems.
- Be capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
- Prioritize activities and manage schedules efficiently to complete all job duties within required timelines.
- Solve problems using deductive reasoning.
- Create and maintain reports and records that are well-written, analytical, forward-thinking, and legally defensible in compliance with applicable regulations.
- Utilize computerized systems and Microsoft Office computer applications.

- Consistently apply safe work practices.
- Work weekends, holidays, festivals, and the required hours of work to meet the water treatment plant's needs.
- Be available for emergency callouts and work unplanned overtime.

### **Physical Demands**

- Sitting - Regularly
- Standing - Frequently
- Walking - Frequently
- Moving up to 75 lbs. Floor-Waist - Occasionally
- Moving up to 25 lbs. Above Shoulders - Occasionally
- Stooping/Bending - Regularly
- Reach Waist to Shoulder - Regularly
- Wrist/hand/fingers manipulation (keyboarding, mousing, etc.) - Frequently
- Repetitive Motions - Regularly
- Talking - Frequently
- Hearing - Frequently
- Visual - Near Acuity - Frequently
- Visual - Far Acuity - Frequently
- Visual - Depth Perception - Frequently
- Visual - Color Discrimination - Frequently
- Crawling - Occasionally
- Climbing - Occasionally
- Smell - the ability to alert self and others to dangers - Intermittently
- Taste - the ability to alert self and others to dangers - Intermittently

### **Working Conditions**

- Exposure to Weather - Regularly
- Noise Intensity Level - High
- Exposure to Safety Hazards (hazardous elements and noxious/caustic chemicals) - Frequently
- Confined Spaces - Intermittently
- Heights of up to 100 Feet - Intermittently
- Depths of up to 30 Feet - Intermittently

### **Disclaimers**

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. The Employer retains the right to change or assign other duties to this position.

Nothing in this job description is intended to create a contract of employment.

# Water Treatment Plant Operator II

|                        |                           |                            |                             |
|------------------------|---------------------------|----------------------------|-----------------------------|
| <b>Salary Range</b>    | \$6,458 - \$7,939/monthly | <b>Location</b>            | Leavenworth, WA (in-person) |
| <b>Department</b>      | Public Works              | <b>Division</b>            | Water                       |
| <b>Employment Type</b> | Full-Time                 | <b>Classification Type</b> | Non-Exempt                  |

## About the Position

The Water Treatment Plant Operator is responsible for the daily operational and maintenance activities of the City's public water system, ensuring the system operates using acceptable public health practices and in compliance with all applicable regulations. This position involves monitoring and operating the water system, assisting with and completing projects related to the maintenance of the water plant, wells, booster stations, and reservoirs. Key duties include day-to-day water plant operations, cross-connection control activities, and general fieldwork. The Water Treatment Plant Operator reports directly to the Water Treatment Plant Supervisor.

## Essential Job Functions

Among the varied range of responsibilities held within this role, the Senior Water Plant Operator will:

- Assist in the implementation of the Cross-connection Control program by performing inspections, organization, and monitoring of testing requirements, and assisting in documentation and recordkeeping.
- Perform routine water plant and pump station maintenance duties, such as lubricating pump bearings, using hand-operated grease guns, and cleaning, preparing, and painting machinery, equipment, and facilities. Repair or replace valves, switches, motors, and related equipment as required or assigned.
- Perform day-to-day operations of the water system, including obtaining distribution samples, cleaning intake screens, checking chlorine gas systems, backwashing treatment filters, and lab work on pH, turbidity, and alkalinity. Additionally, the individual will monitor Supervisory Control and Data Acquisition (SCADA) systems and make necessary adjustments.
- Maintain the water system and facilities by performing routine duties such as pump maintenance, plumbing repairs, lubricating pump bearings, and cleaning/painting machinery and facilities, while also ensuring the verification and calibration of all equipment.
- Assist in maintaining records, logs of daily operations, record meter and gauge readings, weather conditions, equipment malfunctions, and related information.
- Collect and test water, monitor and apply chemicals as needed, and document and report test results for reports to regulatory agencies.
- Monitor and maintain inventory needed for division work, making purchases as necessary, and performing product research or placing orders as required.
- Perform site checks and testing on city equipment and at city-owned facilities. Clean and maintain as required.
- Ensure work complies with WISHA safety standards and the City's Accident Prevention and Safety Program, including identifying unsafe working conditions and deficiencies and taking appropriate action to immediately correct them.
- Ensure work complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies.
- Perform task management software functions for the division (e.g., PermitTrax).
- Be available for on-call times during off-hours of the day and shall be available to work weekends, holidays, festivals, and other shifts as necessary to ensure proper operation of the water system.

## Other job functions:

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

## **Pre-Employment Screening**

The following pre-employment screening(s) are required for this position:

- Background Check

## **Qualifications Requirements**

- High School Diploma or GED equivalent. An associate's degree or college-level courses and/or specialized education in water treatment or wastewater treatment, Cross Connection Control, Distribution Systems, or a related field are preferred.
- Minimum of three (3) years of relevant experience and/or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position.
- Possession of a valid Washington State driver's license on employment start date, with a driving record acceptable to the City.
- Possess a current certification as a Washington State Department of Health-issued Water Treatment Plant Operator (WTPO) 1 and Water Distribution Manager (WDM) 1 upon employment start date.
- Must be able to obtain and maintain a Washington State Department of Health-issued Water Treatment Plant Operator (WTPO) 2 within twelve (12) months of employment start date.
- Must be able to obtain and maintain a Washington State Department of Health-issued Cross Connection Control Specialist certification within twelve (12) months of employment start date.
- Must be able to obtain a Water Distribution Manager (WDM) 2 certification within twelve (12) months of employment start date.

### *Requires knowledge of:*

- Water distribution and treatment procedures, including the equipment, materials, and tools used for the operation and maintenance of motors, pumps, compressors, and water treatment plant machinery.
- Water sampling, testing, and analysis procedures; chemical delivery systems; and methods for Cross-connection control.
- Automatic control valves and their maintenance, as well as basic Supervisory Control and Data Acquisition (SCADA) telemetry systems.
- Mathematical, scientific, and mechanical information related to the field; principles of facility and equipment testing; and practices for basic recordkeeping and report writing.
- Safe work practices and procedures for hazardous material handling.
- Basic computer skills and knowledge of departmental budgets and operations.

### *Requires the ability to:*

- Provide efficient customer service and communicate clearly and objectively, both verbally and in writing.
- Utilize patience, tact, diplomacy, and courtesy when dealing with the public and employees.
- Create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public.
- Understand and thoroughly follow both oral and written instructions.
- Perform preventative maintenance on electric motors, diesel engines, pumps, compressors, valves, chemical feed equipment, and related equipment.
- Perform maintenance and repair of plumbing and electrical systems.
- Be capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
- Prioritize activities and manage schedules efficiently to complete all job duties within required timelines.
- Solve problems using deductive reasoning.
- Create and maintain reports and records that are well-written, analytical, forward-thinking, and legally defensible in compliance with applicable regulations.
- Utilize computerized systems and Microsoft Office computer applications.
- Consistently apply safe work practices.

- Work weekends, holidays, festivals, and the required hours of work to meet the water treatment plant's needs.
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