

## RULES AND REGULATIONS – PERSONNEL

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### CGCC JOB DESCRIPTION

#### WATER MANAGER

##### MINIMUM STANDARDS:

- High School Graduate
- Valid Washington State Drivers License
- Able to obtain Certification from Washington State as a Water Distribution Manager #1
- Able to qualify for Cape George insurance to drive our vehicles.
- Able to work independently and to organize workload in an efficient manner.

**PURPOSE:** Under the general supervision of the Club Manager, maintains the water system in a satisfactory and safe operating condition.

##### RESPONSIBILITIES:

- Maintain the Club's water system in a clean and safe manner
- Maintain a rating of Water Distribution manager #1 (WDM)

##### DUTIES:

1. Make weekly rounds of active wells, pumps, and reservoirs. Check Log entries as to run time and amounts pumped.
2. Run "draw down" test on Wells #4, # 5, and #7 during the first week of each month.
3. During the first week of each month take one (1) bacteriological water samples. Mail samples to the proper lab for testing.
4. Review the test results weekly on Manganese and Iron testing.
5. Flush all mains monthly or as needed.
6. Clean reservoirs once every three years.
7. Keep an updated map of the entire water distribution system, showing updates with water meters.
8. Review monthly meter readings the first week of the month.
9. Prepare or assist the Club's Manager in all documentation as required by official agencies.
10. Make sure that proper turn off tools are available on site for emergencies.
11. Make sure that all tools are safely stored and maintained.
12. Check security of area on a regular basis.
13. Other duties as assigned by the Manager.

Approved at Board of Trustees Meeting dated: May 14, 2009.

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William A. Stull, President

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Richard Poole, Secretary