THREE RIVERS REGIONAL WASTEWATER AUTHORITY

467 FIBRE WAY, LONGVIEW, WA98632

TEL (360) 577-2040 / 577-2020
FAX (360) 577-2041

Serving & Operated By:
Beacon Hill Water & Sewer District
City of Kelso
City of Longview
Cowlitz County

WASTEWATER PLANT

ELECTRICAL, INSTRUMENTATION & MAINTENANCE TECHNICIAN (EIT)

The Three Rivers Regional Wastewater Authority (TRRWA) Maintenance Department is seeking a motivated team player, who is creative, energetic, and willing to learn and grow. The successful candidate will be responsible for installation, programming, maintenance and troubleshooting for a wide variety of instrumentation. This includes monitoring instrumentation for flow, level, temperature, and a wide variety of equipment. Knowledge and experience with Networks and SCADA system is preferred. Knowledge and experience with Rockwell Automation and ability to program PLCs is a plus. The successful candidate will also be responsible to perform daily maintenance and repair of electrical, electronic and mechanical equipment at the Three Rivers Regional Wastewater Plant, three pump stations, interceptors and outfall lines. This includes troubleshooting and rebuilding of centrifugal and positive displacement pumps, maintenance and repair of motors, gearboxes and conveyor systems. The ability to weld and perform alignments is also desired. The candidate must have the ability to interact with others to learn as well as teach. Min. qualifications: Extensive instrumentation, controls and electrical experience, including diagnosing and calibration of flow meters; Journeyman's License preferred. Two years' experience in the maintenance of mechanical, electrical, and control equipment similar to that found in activated sludge wastewater treatment plants, and have the ability to read electrical schematic diagrams and to troubleshoot electrical, electronic and instrumentation problems. Familiarity with computers, computer networks, and common software programs, and the ability to type. Candidates must possess a valid driver's license and be able to obtain first aid/CPR w/in six months of employment. Employees must pass a pre-employment drug test. The 2027 salary range: $6,899 – $8,854 per month. Anticipated start date: 1/04/27. To apply, request an application by contacting the TRRWA by mail at 467 Fibre Way, Longview, WA 98632, call (360) 577-2040, or visit our website at www.trrwa.org. All applications must include a resume and a cover letter. Mail cover letter, application and resume to: Three Rivers Regional Wastewater Authority, ATTN: Joe Jordan, 467 Fibre Way, Longview, WA 98632. Closing date: Postmarked by Tuesday, 11/24/26. The TRRWA is an EEO employer.

Employment Application

Three Rivers Regional Wastewater Authority

467 FIBRE WAY, LONGVIEW, WA 98632
(360) 577-2040 • Fax: (360) 577-2041

Please read carefully and complete by printing in ink or typing. The application must be completed in full. Provide all information requested. You may attach a resume and supporting documents. DO NOT submit a photograph of yourself.

◆ ***Unsigned or incomplete applications will not be processed.*** ◆

How did you learn about us and/or this position?

[ ] Advertisement _____
[ ] Friend /relative referral [ ] Other _____
[ ] Employment agency
[ ] College/University announcement/listing

_____
Position Applied for

_____
Date of Application

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to seek and employ the best qualified personnel and individuals that best match the positions, to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, sexual orientation, national origin, ancestry, disability, on-the-job injuries, genetic information, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. **IMPORTANT** Applicants with disabilities may request any reasonable accommodation necessary to complete this application, or to take any test required for the position for which the applicant has applied, by making a request at the time of application.

_____
Last Name First Name Middle Name

_____
Address City State Zip Code

_____ _____
Telephone Number Alternate Contact Number (specify)

I have read the job description.	[ ] Yes	[ ] No
Can you perform all essential functions of the job with or without reasonable accommodations?	[ ] Yes	[ ] No
Are you 18 years of age or older?	[ ] Yes	[ ] No
Have you ever worked for us before? If so, provide department(s): _____ _____	[ ] Yes	[ ] No
Do you have any friends or relatives working for TRRWA?	[ ] Yes	[ ] No
Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? Documentation of Authorization to work in the U.S. will be required if an offer of employment is made and accepted.	[ ] Yes	[ ] No
If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?	[ ] Yes	[ ] No
Can you travel if the job duties require it or for required training purposes?	[ ] Yes	[ ] No

Date you are available for work: _____ **Expected Pay Rate:** _____

Check all shifts and days you <u>can</u> work: (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.)

[ ] Full Time [ ] Part-time [ ] Rotating days off [ ] Days [ ] Swing [ ] Graveyard [ ] Rotating shifts
[ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday [ ] Sunday

EDUCATION List any education, training and/or specialized experience (such as trade, vocational or technical school) you feel would help you perform the work and responsibilities of the position for which you are applying.

	Name of the Institution	Location (city & state)	Course of Study	Years Completed	Diploma or Degree Yes / No or # of credits
High School or Equivalent					
Undergraduate College or University					
Graduate School					
Trade or Vocational School					
Trade or Vocational School					
Education in the Military					

Describe any other specialized training, education, apprenticeship, license, certifications, or extra-curricular activities you believe are relevant or would help you perform the duties of the position you are applying for. Indicate where you acquired them or the issuing authority for licenses.

Military Work History

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? [ ] Yes [ ] No If yes:

Branch & Division: _____ Years of Service: _____

Job Class or Specialty: _____

_____

Employment History

Starting with your present or most recent, list your previous employers. If more space is needed, continue in a separate sheet. You may attach a resume, but this portion of the application must be completed in full.

Last or present company / Type of Business	Title of position held / Current Salary
Street address / Phone #	Position was: Temporary Part-Time Full-time
City / State / Zip Code	Brief description of job duties
Supervisor's Name & Title	
Dates Employed (mo./yr.) From: To:	
Reason for leaving or seeking other employment	
May we contact your current employer? [ ] Yes [ ] No	

Company / Type of Business	Title of position held / Last Salary
Street address / Phone #	Position was: Temporary Part-Time Full-time
City / State / Zip Code	Brief description of job duties
Supervisor's Name & Title	
Dates Employed (mo./yr.) From: To:	
Reason for leaving or seeking other employment	

Company / Type of Business	Title of position held / Last Salary
Street address / Phone #	Position was: Temporary Part-Time Full-time
City / State / Zip Code	Brief description of job duties
Supervisor's Name & Title	
Dates Employed (mo./yr.) From: To:	
Reason for leaving or seeking other employment	

Company / Type of Business	Title of position held / Last Salary
Street address / Phone #	Position was: Temporary Part-Time Full-time
City / State / Zip Code	Brief description of job duties
Supervisor's Name & Title	
Dates Employed (mo./yr.) From: To:	
Reason for leaving or seeking other employment	

Document in <u>detail</u> any processes and equipment you have operated that pertains to wastewater or can demonstrate proficiency in wastewater (Use extra pages, if needed).

List any other skill or qualification that you believe is relevant to the position you are applying for.

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters that the Three Rivers Regional Wastewater Authority (TRRWA) deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any current or former employers, other entities (schools, etc.), or persons (such as current or former supervisors, coworkers, etc.), supplying it. I also release you from all liability which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post- employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at the TRRWA's expense. I authorize release of the results to the TRRWA and their use to evaluate my suitability for employment. I also release the TRRWA from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that only the Three Rivers Regional Wastewater Authority Board has the authority to agree to any other terms and/or enter into such agreements or contracts, and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the TRRWA may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate. If I am applying for an exempt position, I understand that nothing in this application or my communications with any TRRWA official is intended to create an employment contract between the TRRWA and me.
5. This application will only be considered for this position and this job-opening announcement, unless otherwise notified by the TRRWA.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Signature _____ **Date** _____

Unsigned or incomplete applications will not be processed.

APPLICANT DATA RECORD

Supplemental form with the Employment Application

Three Rivers Regional Wastewater Authority

467 FIBRE WAY, LONGVIEW, WA 98632
(360) 577-2040 • Fax: (360) 577-2041

~ Submission of this form and information is voluntary ~

Please print or type.

To All Applicants

It is the Three Rivers Regional Wastewater Authority's (TRRWA) policy to employ the best-qualified people and individuals that best match the positions, and to provide equal opportunity. TRRWA will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, sexual orientation, national origin, ancestry, disability, genetic information, or any other legally protected status, unless it is a bonafide occupational requirement reasonably necessary to our operation and the services we provide.

TRRWA is required by law to provide the federal government with periodic reports on the sex, race/ethnicity, disability, and veteran status of applicants. ***This information is solely to help us comply with legal requirements. This information will be treated as personal and confidential, and will be kept separate from your application. Providing this information is strictly voluntary.***

Date:	Position Applied for:

Referral Source:
[ ] Advertisement: _____ [ ] Friend or Relative [ ] Employment Agency [ ] Website
[ ] College/University announcement/posting [ ] Other _____

_____
Last Name First Name Middle Name

_____
Address City State Zip Code

_____
Phone Number

Sex: [ ] Male [ ] Female

Date of Birth: ____/____/____

Qualified Individual with a Disability: [ ] Yes [ ] No
Vietnam Era Veteran: [ ] Yes [ ] No
Disabled Veteran: [ ] Yes [ ] No

Race or Ethnic Group:
[ ] Caucasian [ ] African-American [ ] Asian / Pacific Islander
[ ] Hispanic [ ] American Indian / Alaskan Native [ ] Other _____

THREE RIVERS REGIONAL WASTEWATER AUTHORITY
POSITION DESCRIPTION

FLSA Status: Represented Staff
Affiliate: T.E.A.

Revised: April 20, 2023

Position: ELECTRICAL, INSTRUMENTATION & MAINTENANCE TECHNICIAN

Reports To: MAINTENANCE SUPERVISOR

GENERAL FUNCTION

Under the supervision and direction of the Maintenance Supervisor, and/or the Maintenance Foreman as designated, this individual is responsible to perform daily maintenance of all equipment and facilities at the treatment plant, pump stations, gravity and pressure interceptors, and outfall lines. This work predominantly features electrical, instrumentation, and control work. The position also performs mechanical and facilities maintenance work such as troubleshooting; preventive maintenance; major maintenance projects; repair and installation; evaluating and correcting equipment, electrical, and control malfunctions and problems; maintaining records; training personnel; and purchasing supplies and equipment. The Electrical, Instrumentation & Maintenance Technician must also respond immediately to equipment emergencies to minimize downtime and adverse impacts on plant operations.

The Electrical, Instrumentation & Maintenance Technician reports to the Maintenance Supervisor, and/or the Maintenance Foreman as designated, who evaluates and direct work through observations, reports, results obtained, and other information.

ESSENTIAL JOB FUNCTIONS

1. Perform electrical and control maintenance, repair, and installation at the plant and off-site locations.
2. Perform instrumentation repair, calibration, and installations at the plant and off-site locations.
3. Perform maintenance on all equipment and facilities at the plant and all off-site locations.
4. Maintain records of all maintenance and electrical work performed.
5. Purchase maintenance repair parts and supplies following established plant policies and procedures.
6. Discuss and recommend electrical, instrumentation, control, and maintenance needs with the Maintenance Supervisor and/or the Maintenance Foreman.
7. Perform work independently without direct supervision, while following prescribed maintenance procedures.
8. Assist with training plant personnel regarding electrical, instrumentation, and maintenance activities and proper equipment and vehicle operation.
9. Promptly evaluate equipment and controls malfunctions and initiate proper corrective action.
10. Respond appropriately to emergency calls from plant dialer system on a 24/7 basis.
11. Comply with all laws, regulations, plant policies and guidelines.
12. Develop and set operating parameters at the pump stations, review operating and maintenance data to assess issues, and keep collection system operating and maintained in a manner to protect both the collection system and the treatment plant.
13. Perform the duties of the Maintenance Mechanic.

14. Maintain and repair plant business and control (SCADA) networks and utilize outside consultants to keep these systems operational.
15. To perform other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must be capable of performing electrical, instrumentation, and control diagnosis, repairs and installations.
2. Must be able to understand electrical, mechanical, and control theories and practices, and to read design drawings, process and instrumentation diagrams, and electrical wiring diagrams.
3. Must know and understand the physics involved with high temperature and/or pressure equipment and how to handle, operate, and maintain such equipment.
4. Must be able to recognize equipment and control malfunctions, to properly evaluate problems, and to take proper corrective action.
5. Must understand hazards associated with mechanical and electrical maintenance and must comply with all safety rules, regulations, procedures and plant policies.
6. Ability to read and interpret technical maintenance documents.
7. Ability to remove and install equipment, repair pumps and lubricate equipment.
8. Ability to use a variety of sensitive electronic maintenance diagnostic equipment and repair instruments.
9. Must be able to operate a wide range of tools and equipment including but not limited to personnel lifts, chain falls, hoists, and valve operators.
10. Must be able to properly wear all personal protective equipment including safety harnesses.
11. Ability to respond to personnel emergencies and to affect emergency rescue as needed.
12. Ability to communicate effectively verbally and in writing.
13. Must have knowledge and ability to operate, install, troubleshoot, and resolve issues with computers and computer networks as they pertain to the plant and off-site facilities.

PHYSICAL DEMANDS

The Electrical, Instrumentation, and Maintenance Technician must be physically able to move 50 gallon drums with a hand truck, climb stairs and ladders, lift and carry up to 75 lbs of items such as chemicals, tools, equipment, waste materials, and to loosen and tighten bolts with torque levels in excess of 100 foot – pounds. The individual must also be capable of performing work in a variety of positions such as standing, bending, squatting, sitting and working from ladders, scaffolding and man lifts. The Electrical and Instrumentation Technician must be able to utilize the senses of sight, hearing, and touch to recognize and accurately evaluate, correct, and/or repair all equipment conditions.

WORKING CONDITIONS

The Electrical, Instrumentation & Maintenance Technician performs his/her duties indoors and outdoors and may work in all weather conditions. This individual may be exposed to hazardous chemicals, fumes, high temperatures, high pressure gases and liquids, electricity, moving vehicles, and infection from wastewater and wastewater solids. He/she may work in confined spaces and may be required to properly wear protective clothing, safety equipment, and assisted breathing devices.

QUALIFICATIONS

1. High school education.
2. Possess a valid driver's license.
3. Pass a pre-employment drug test.
4. Extensive electrical experience; Journeyman's License; ability to program PLCs preferred.
5. Extensive instrumentation and control experience, including diagnosing and checking calibration of flow meters.
6. Two years' experience in the maintenance of mechanical, electrical, and control equipment similar to that found in an activated sludge wastewater treatment plant.
7. Ability to read electrical and control schematic diagrams and to troubleshoot electrical and control problems, and utilize various diagnostic instruments.
8. Familiarity with computers, computer networks, and common software programs, and the ability to type.
9. Must be able to communicate effectively verbally and in writing.
10. Possess (or acquire within six (6) months of employment) a valid first aid card with CPR.