



Holmes Harbor Sewer District

Freeland, WA

GENERAL MANAGER

UP TO \$74,000

Plus Excellent Benefits

Apply by

July 12, 2020

(open until filled)

***P*ROTHMAN**



WHY APPLY?



Headquartered on the south side of Whidbey Island, Washington, in the unincorporated community of Freeland, Holmes Harbor Sewer District serves the public through safe collection and treatment of local wastewater, and is just 2 hours north of Seattle and less than 2 hours south of the Canadian border. Whidbey Islanders enjoy views of the

Olympic Peninsula to the west and the spectacular Cascade Mountain range dominated by Mount Baker to the east. The island offers residents and the right candidate breathtaking views of the Puget Sound, unspoiled hills, uncrowded Puget Sound shorelines, and wildlife in the evergreen forests and along the beaches. If you are an experienced wastewater professional and are looking to work and live on a beautiful island, this is the right position for you!

THE REGION

Home to more than 81,000 residents, Island County consists of Whidbey and Camano Island, covering a combined 517 square miles. Communities within Island County's boundaries include Oak Harbor, Coupeville, Langley, Freeland, Clinton, and Camano Island.

The unincorporated community of Freeland is located 20 minutes West of Langley and is home to the Holmes Harbor Sewer District and the Holmes Harbor 18-hole Golf Course which boasts 360-degree panoramic Puget Sound views. Freeland is the commercial center of South Whidbey island with a variety of shopping centers, local restaurants, cafes, coffee shops, parks, beaches, and a close-knit community.

The South end of the Island is known for its artistic character. Langley is reachable by a short ferry ride from Mukilteo, Washington and enjoys breathtaking views of Saratoga Passage and the Cascade Mountain Range. Langley has become a destination point for those looking to see Orcas Whales in their natural habitat. Langley is home to many well-known holistic retreats and writing workshops.



The largest city in Island County is Oak Harbor with a population of just over 23,000, located in the northern region of Whidbey Island. The Naval Air Station Whidbey Island is located in Oak Harbor, where many retired personnel who have chosen to make this their home.

The county seat Coupeville is located in central Whidbey Island on Penn Cove and is also situated in the middle of the scenic Ebey's National Historic Reserve. Coupeville is full of historical significance, with many Victorian homes designated as National Historic Landmarks and equally famous long running community festivals. The Town straddles the two diverse populations of North and South Whidbey. As with the rest of the Island, locals and visitors to Central Whidbey enjoy hiking, camping, kayaking, fishing, kite flying, and visiting several state parks.

THE DISTRICT

Formed in 1995, the Holmes Harbor Sewer District (HHSD) is a Class III Water reclamation facility that provides Class A reclaimed water to over 400 homes, with a designed growth capacity to receive wastewater from over 700 homes. The area served is a planned development located adjacent to the Holmes Harbor golf course. The wastewater is treated and stored on site in lined ponds, and in the drier months it is pumped into an underground network of pipes to irrigate the surrounding 70 acre 18-hole golf course which is owned by the District. HHSD has a design flow of 0.100 mgd and current flow of 0.045 mgd. The Washington State Department of Ecology has presented the District 12 Outstanding Performance Awards in recognition of the exemplary effort and work accomplished by HHSD in wastewater management. The District operates on a 2019-2020 budget of \$486,248 with 3 full time employees and 1 part time employee, and is governed by an elected 5-member Board of Commissioners who set District policy and execute strategic decisions.

THE POSITION

Under the direction of the Board of Commissioners, the General Manager is responsible for ensuring the Commissioners are informed about current industry practices and knowledgeable about the District’s operations. The General Manager initiates, coordinates, and is responsible for all procedures required for management, operation, and maintenance of the wastewater collection system and treatment plant. The General Manager also oversees the completion of the day-to-day operations and maintenance tasks performed by personnel at the treatment plant and collection system and is responsible for meeting the needs of HHSD customers and community, and ensure the surrounding waterways are protected.

To view the full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Comprehensive Plan

HHSD recently received funding approval from the Washington Department of Ecology to develop a comprehensive plan to map out facility requirements over the next 20 to 30 years. CHS Engineers of Bellevue will develop the plan, and the General Manager will assist in the administration and completion of the plan.

Sewer Operations

Today the HHSD system is at roughly 60% capacity and is continuing to grow with new home developments currently underway. The General Manager must develop and manage a growth plan for the current sewer operations. The plan will include processing, storage, and effluent disposal elements. Some elements are included in the comprehensive plan, though storage, processing improvements, and funding must be identified.



Golf Course

The 18-hole Holmes Harbor Golf Course is owned and irrigated by HHSD and is leased to a private operator. The General Manager will need to communicate and coordinate with the golf course operator in regard to shared maintenance and overall planning.

Planning for the Future

The General Manager will promote employee development within the organization and develop succession planning for all positions. As well, the Manager must estimate, execute, and account for the District’s financial plans and available budget to maintain financial stability within the organization.

IDEAL CANDIDATE

Education & Experience:

Candidates must possess a Class III Wastewater Treatment Plant Operator’s Certificate of Competency as issued by the State of Washington; or a class II with the ability to get a Class III within 6 months.

Candidates shall have a proven track record in managing the operations of a small to mid-size treatment plant and collection system, with a minimum 5 years of increased responsibility in wastewater collection, treatment, and management. Experience in finances and fiscal management and the ability to maintain a positive relationship with customers and the community is required.

Candidates must possess or be able to obtain a valid Washington State driver license within 30 days of employment and must have a clean driving record and be insurable. The selected candidate will be required to reside on Whidbey Island, and will be required to consent to a pre-employment background investigation and provide proof of certifications.

The ideal candidate will have the ability to clearly and concisely communicate, both verbally and in writing, and prepare comprehensive regulatory reports and must be competent with Microsoft applications and industry-specific software.

Candidates may possess any combination of relevant experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **Up to \$74,000 DOQ**
- Medical, Dental and Vision Insurance
- Paid Vacation
- Sick Leave Accrual
- 11 Paid Holidays
- WA PERS

Please visit:
www.holmesharborwsd.com

The Holmes Harbor Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 12, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Holmes Harbor Sewer District, WA – General Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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