



Utilities Lead

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Operations
Reports To:	Operations Manager
Position Classification:	Employee
Length of Service:	2+ year commitment

POSTION SUMMARY

Responsible for the operation, maintenance, and repair of our water filtration plant, water distribution system, septic/sewage systems, building plumbing, hydronic heating systems, and the Jacuzzi. Also responsible for all things electrical including hydro generation (on-site training provided), power distribution system, all building service and wiring, low voltage wiring.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Reliable operation, maintenance, and repair of village electrical, sewer, water, refrigeration, propane, and central boiler systems.
- Assure compliance with Department of Health, Department of Ecology, and Health District regulations relating to village utilities, which includes daily testing, monthly reporting, and yearly inspections.
- Manage efficient use of village hydroelectric resources to minimize dependency on combustion fuels.
- Keep accurate records of all utility operations, maintenance, and repairs.
- Develop and carry out long-range plans relating to utility upgrades and replacements.
- Attend all weekly operations and monthly safety meetings.

- Seek all appropriate safety training for your area and model careful and safe work habits.
- Ensure that everyone you supervise has received proper safety training, keep accurate records of that training, and monitor the effectiveness of that training.
- Ensure that all appropriate safety equipment is readily available in your work area.
- Be available for special projects and reassignment as requested by the operations manager.
- Be on-call to assist with operational emergencies.
- Assist operations manager in developing annual and capital budgets and work within those budgets.
- Assist in the recruitment, welcome, and maintenance of relationships with other volunteers.
- Revise and update your turnover file annually and keep accurate and current records and files.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Possess a commitment to high quality and effective work.
- Be willing to learn and develop additional operational skills and knowledge.
- Know when to ask for help. No one is expected to know everything and outside resources are available.
- Be physically fit and expect heavy work.
- Licensed plumber preferred but not required.
- Once here, must be willing to acquire Washington State DOH WTPO-1 and WDM-1 waterworks licenses.
- Ability to work independently and to effectively supervise the Utilities Assistant.
- Experience and training in hydroelectric/diesel generation and electrical distribution
- Experience and training in sewer collection and treatment
- Experience and training in water filtration, testing, and distribution
- Experience and training in refrigeration, wood/diesel boilers, and propane/diesel storage
- Willingness and aptitude to receive training and quickly gain experience in above areas.
- Background in government regulation, computers, engineering, math, and science.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months and 1-year on staff.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.

- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As an Employee, you are eligible for the following compensation and benefits:

- \$1650/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 42 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!