



Join our Team

Providing safe, clean water to South King County residents since 1946

About Highline Water District

Our mission is to provide high quality water and excellent customer service while effectively managing District infrastructure for a reliable water system today and for future generations.

Highline Water District serves potable water to approximately 78,000 people living and working in Southwest King County. The District encompasses roughly 18 square miles providing water to our customers through approximately 18,800 water meters. The District employs 31 dedicated professionals and is governed by a five-member Board of Commissioners who are elected by the customers we serve. Our 2023 Operating Budget is \$21 million and includes \$7.7 million in annual capital improvements.

Why Work for Highline?

Highline Water District offers outstanding career opportunities with excellent benefits, amidst a positive, supportive workplace. We value our employees as individuals, emphasize a positive team philosophy, while supporting our staff with ongoing education, employee assistance, and a safe working environment.

Employee Benefits include:

- Washington State PERS Retirement Plan
- Paid vacation (varies on years of service), sick leave (12 days/year), and a sick buyback program
- 13 paid holidays (including floating birthday holiday)
- Employer paid PEBB medical, dental, and vision insurance (full family) (or equivalent VEBA contribution if opting out of healthcare)
- Voluntary employees benefit association (VEBA)
- 457 deferred compensation program
- Wellsprings employee assistance program
- Employer paid state certification, renewal, and education assistance and reimbursement programs
- Employer paid basic life and LTD disability insurance
- Visit www.highlinewater.org for additional detailed benefits list

About the Position

GIS and Asset Management Administrator Salary Range: \$7,813-\$10,155 per Month DOQ

The selected candidate will have access to significant and dedicated resources to take our GIS system to the next level, leveraging the latest technologies and receiving comprehensive support to enhance District operations.

Incumbents in the position designs, develops and implements the District's Geographic Information System (GIS) and Asset Management programs. Ensures the database(s) are functioning optimally and users can upload, retrieve, and analyze data across various platforms. Duties and Responsibilities include:

- Develops and implements a master plan and technical roadmap for GIS, asset management, and other enterprise level software systems
- Maintains and updates the enterprise Geographic Information System (GIS) database; Designs, builds, and administers other enterprise databases
- Integrates GIS with other business systems and intelligence tools (e.g., Lucity, Northstar, Laserfiche)
- Creates GIS maps, services, and applications
- Collaborates with staff on data validation, Enterprise Asset Management (EAM), and other software
- Researches and recommends GIS, asset management, database technologies and industry trends for implementation
- Trains, troubleshoots, and assists staff on GIS, asset management and other software use

Refer to Job Description for listing of Duties, Responsibilities, and Experience for the position.

How to Apply

Candidates are encouraged to apply by **April 7, 2023** (first review, positions open until filled). Application form, detailed job description, and additional position and benefits information can be found on the District's website at www.highlinewater.org. Submit Application, Resume, and Cover Letter to:

hr@highlinewater.org

or via US mail to:

Highline Water District, Attn: Human Resources
23828 30th Ave South, Kent, WA 98032

No phone calls please. Equal Opportunity Employer