

## **Riverhill Water System Manager**

Duties generally will be administrative and oversight of water system operator duties pertaining to the Riverhill Homeowners Association Public Water System. A general outline is below but other duties and actions may be required.

1. Work with water system operator to accomplish the following:
  - a. Water System Operator Contract - review and update annually and submit to the board for approval. Ensure contract is executed annually no later than January 31 of each calendar year by both the water system operator and Riverhill Homeowners Association president
  - b. Water System Operator Licenses - annually obtain from the water system operator the following required documentation: State license required for operation of a Group A water system or higher equivalent, verifiable proof of insurance and verifiable bond for working on and maintaining a public water system. Obtain renewed or updated documentation as it expires or changes
  - c. Water system sampling - Observe water system samples are taken properly and as outlines in the water system operator contract, submit samples to appropriate testing agencies for testing and report water sampling results to the board
  - d. Obtain monthly water system reports from the water system operator
  - e. Obtain and maintain phone numbers, email and postal addresses and other means of communication for contacting the system operator for routine business and emergencies
2. Work with and utilize Evergreen Rural Water of Washington services, information and training to accomplish any tasks relating to the water system
3. Maintain and update the water system 5 year plan and present to the board for review and approval
4. Develop and maintain operational maintenance and administrative records for the public water system according to state requirements to include but not limited to: Water quality sampling plans, water quality sampling reports, Consumer Confidence Report (CCR), and notification to water system customers, water use efficiency reports, distribution system map
5. Obtain bids from qualified contractors to maintain and clear vegetation from water system properties and to maintain access to water mains. Obtain bids for performing repairs, maintenance and upgrades to the water system. Submit bids to the board for approval
6. Create and maintain plans and financial estimates to replace water mains throughout the water system. Submit financial estimates to the board for review and action
7. Create and maintain plans to replace the water tower. Submit financial estimates to the board for action
8. Maintain a safe working environment for the water system operator
9. Maintain and update the duties of this water system management agreement and submit to the board for approval annually.