

NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON  
RESOLUTION NO. 25-2014

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, AMENDING JOB DESCRIPTIONS FOR FIELD SUPERINTENDENT, WATER TREATMENT PLANT OPERATOR, WATER SERVICE WORKER I, WATER SERVICE WORKER II, AND ADOPTING A JOB DESCRIPTION FOR WATER SERVICE WORKER III

**WHEREAS**, General Manager of North Beach Water District (District) has performed an abbreviated wage study of local water municipalities; and

**WHEREAS**, The wage study shows District treatment plant and system operators' wages are significantly lower than national and regional averages and lower than local averages for workers with comparable duties, responsibilities, experience, and certifications; and

**WHEREAS**, the Board recognizes the importance of internal and external compensation equity in keeping a competent, consistent, effective and efficient workforce; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of North Beach Water District, Pacific County, as follows:

**SECTION 1.**

The job description "Water Treatment Plant Operator" attached hereto and incorporated herein as Exhibit "A" is hereby amended.

**SECTION 2.**

The job description "Field Superintendent" attached hereto and incorporated herein as Exhibit "B" is hereby amended.

**SECTION 3.**

The job description "Water Service Worker I" attached hereto and incorporated herein as Exhibit "C" is hereby amended.

**SECTION 4.**

The job description "Water Service Worker II" attached hereto and incorporated herein as Exhibit "D" is hereby amended.

**SECTION 5.**

The job description "Water Service Worker III" attached hereto and incorporated herein as Exhibit "E" is hereby adopted.

**ADOPTED** by the Board of Commissioners on North Beach Water District, Pacific County, Washington at a special meeting held on the 29<sup>th</sup> day of October, 2014.

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Brian Sheldon, Commissioner  
Position #1

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Gwen Brake, Commissioner  
Position #2

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Glenn Ripley, Commissioner  
Position #3

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**TREATMENT PLANT OPERATOR**

**FLSA Status - Non-Exempt**

**DEFINITION**

This position reports to the General Manager. Performs skilled maintenance and repair work on water system facilities, including meter reading, maintenance and repair of valves, mains, meters, pumps, motors and treatment equipment; and operates various types of equipment; performs customer service work; landscape and yard maintenance; and other work as required.

This position, as well as the Field Superintendent, are designated by the District as the certified operators in responsible charge of the water system. As such, the Treatment Plant Operator and the Field Superintendent make daily decisions about operational activities regarding the operation of the source wells, water treatment plant, booster pumps, and distribution system that directly affect the quality and quantity of drinking water. This includes, but is not limited to, decisions regarding process controls and system integrity. The certified operators in responsible charge performs public health related duties including, but not limited to the following:

- Ensure all of the water system's daily operational and maintenance activities are completed according to acceptable public health practices and water industry standards.
- Perform water quality monitoring, maintain adequate records and take follow-up action, if necessary, to comply with state and federal drinking water regulations.
- Implement preventative maintenance programs; and inspect treatment and other system components for malfunctions; keep adequate records; and make needed repairs.
- Analyze and review recording-instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly; and maintain a record of these.
- Implement a cross-connection control program.
- Determine and implement remedial actions in emergencies. This includes following directives DOH issues to address the situation.
- Be available 24 hours per day (voicemail, cell phone).

**EXAMPLE OF DUTIES**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Leads, instructs and schedules less experienced workers; reads water meters accurately; locates water mains, exercise valves and hydrants, maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as backhoe, track hoe, service truck, dump truck and other power equipment. Responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and service and water mains; construction inspector on small works projects.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Federal, State, and Local laws, rules, codes, and ordinances that apply to the operation of public water systems in Washington State.

Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) safety rules as they apply to maintenance and operation of the District's water system infrastructure.

A comprehensive knowledge of the District's infrastructure and its operation and maintenance needs and requirements.

Extensive understanding of the principles, methods, and tools employed in the maintenance and operation water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

##### Ability to:

Enforce policies and safety regulations assuring all shop and field equipment and employee safety equipment and personal protection equipment (PPE) is constantly monitored and corrective action taken.

Prepare a variety of maintenance and operation reports, work orders, time cards, procurement requests, memos, safety bulletins, and other maintenance records.

Plan coordinate and direct daily operations and preventative maintenance schedules.

Provide direction and guidance to ensure the quality and quantity of workmanship.

Effectively supervise, train, develop, and motivate subordinates; establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, vendors, and Board of Commissioners.

Expertly operate computers, mechanical and electrical diagnostic tools and equipment; accurately read water meters; repair, install and maintain water mains, services, valves and meters; read and interpret water distribution maps and drawings and locates water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work; stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop, and crouch; accurately determine colors; sit, type, walk, read, write, speak and listen for extended periods of time; handle customer complaints and corrects problems in the field with tact and diplomacy; read and interpret water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work; operate a variety of light and heavy equipment; work standby shifts and respond to routine and emergency call backs; once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes; be able to safely lift and operate equipment and parts weighing up to 100 pounds; work in environments with exposure to dirt, dust, and inclement weather; and have hearing and vision within normal ranges.

Education and Experience:

Ten years of experience as a water service worker or eight years of experience in pipeline construction or maintenance work, including the operation and use of light and heavy equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a valid level II Water Distribution Manager certificate issued by Washington State Department of Health Services; and

Possession of a valid level II Water Treatment Plant Operator certificate issued by Washington State Department of Health Services.

Possession of a valid Cross Connection Specialist certificate issued by Washington State Department of Health.

Certification or specialty training: Flagger, Frist Aid-CPR, Competent Person-excavation.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective October, 29 2014

Tier	Hourly Wage Rate
1	\$21.75
2	\$22.51
3	\$23.30
4	\$24.00
5	\$24.72
6	\$25.46
7	\$26.22
8	\$27.01
9	\$28.77
10	\$28.10

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**FIELD SUPERINTENDENT**

**FLSA Status - Non-Exempt**

**DEFINITION**

This position reports to the General Manager. Performs skilled maintenance and repair work on water system facilities, including meter reading, maintenance and repair of valves, mains, meters, pumps, motors and treatment equipment; and operates various types of equipment; performs customer service work; landscape and yard maintenance; and other work as required.

This position, as well as the Treatment Plant Operator, are designated by the District as the certified operators in responsible charge of the water system. As such, the Field Superintendent and the Treatment Plant Operator make daily decisions about operational activities regarding the operation of the source wells, water treatment plant, booster pumps, and distribution system that directly affect the quality and quantity of drinking water. This includes, but is not limited to, decisions regarding process controls and system integrity. The certified operators in responsible charge performs public health related duties including, but not limited to the following:

- Ensure all of the water system's daily operational and maintenance activities are completed according to acceptable public health practices and water industry standards.
- Perform water quality monitoring, maintain adequate records and take follow-up action, if necessary, to comply with state and federal drinking water regulations.
- Implement preventative maintenance programs; and inspect treatment and other system components for malfunctions; keep adequate records; and make needed repairs.
- Analyze and review recording-instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly; and maintain a record of these.
- Implement a cross-connection control program.
- Determine and implement remedial actions in emergencies. This includes following directives DOH issues to address the situation.
- Be available 24 hours per day (voicemail, cell phone).

**EXAMPLE OF DUTIES**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Leads, instructs and schedules less experienced workers; reads water meters accurately; locates water mains, exercise valves and hydrants, maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as backhoe, track hoe, service truck, dump truck and other power equipment. Responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and service and water mains; construction inspector on small works projects.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Federal, State, and Local laws, rules, codes, and ordinances that apply to the operation of public water systems in Washington State.

Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) safety rules as they apply to maintenance and operation of the District's water system infrastructure.

A comprehensive knowledge of the District's infrastructure and its operation and maintenance needs and requirements.

Extensive understanding of the principles, methods, and tools employed in the maintenance and operation water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

##### Ability to:

Enforce policies and safety regulations assuring all shop and field equipment and employee safety equipment and personal protection equipment (PPE) is constantly monitored and corrective action taken.

Prepare a variety of maintenance and operation reports, work orders, time cards, procurement requests, memos, safety bulletins, and other maintenance records.

Plan coordinate and direct daily operations and preventative maintenance schedules.

Provide direction and guidance to ensure the quality and quantity of workmanship.

Effectively supervise, train, develop, and motivate subordinates; establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, vendors, and Board of Commissioners.

Expertly operate computers, mechanical and electrical diagnostic tools and equipment; accurately read water meters; repair, install and maintain water mains, services, valves and meters; read and interpret water distribution maps and drawings and locates water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work; stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop, and crouch; accurately determine colors; sit, type, walk, read, write, speak and listen for extended periods of time; handle customer complaints and corrects problems in the field with tact and diplomacy; read and interpret water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work; operate a variety of light and heavy equipment; work standby shifts and respond to routine and emergency call backs; once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes; be able to safely lift and operate equipment and parts weighing up to 100 pounds; work in environments with exposure to dirt, dust, and inclement weather; and have hearing and vision within normal ranges.

Education and Experience:

Ten years of experience as a water service worker or eight years of experience in pipeline construction or maintenance work, including the operation and use of light and heavy equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a valid level II Water Distribution Manager certificate issued by Washington State Department of Health Services; and

Possession of a valid level II Water Treatment Plant Operator certificate issued by Washington State Department of Health Services.

Possession of a valid Cross Connection Specialist certificate issued by Washington State Department of Health.

Certification or specialty training: Flagger, Frist Aid-CPR, Competent Person-excavation.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective October, 29 2014

Tier	Hourly Wage Rate
1	\$21.75
2	\$22.51
3	\$23.30
4	\$24.00
5	\$24.72
6	\$25.46
7	\$26.22
8	\$27.01
9	\$28.77
10	\$28.10

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**WATER SERVICE WORKER I**

**FLSA Status - Non-Exempt**

**DEFINITION**

Under direct supervision, this position performs unskilled and semi-skilled maintenance and repair work on water system facilities, including meter reading, maintenance and repair of valves, mains, meters, pumps, motors and treatment equipment; and operates various types of equipment; performs customer service work; landscape and yard maintenance; and other work as assigned.

**EXAMPLE OF DUTIES**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Reads water meters accurately; locates water mains, exercise valves and hydrants, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as mowers, trimmers, service truck, and other power equipment. Responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and service and main leaks.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

Principles, methods, and tools employed in the maintenance and operation water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

Ability to:

Operate computers, mechanical and electrical diagnostic tools and equipment; accurately read water meters; repair, install and maintain water mains, services, valves and meters; read and interpret water distribution maps and drawings and locates water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work; stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop, and crouch; accurately determine colors; sit, type, walk, read, write, speak and listen for extended periods of time; handle customer complaints

and corrects problems in the field with tact and diplomacy; read and interpret water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work; operate a variety of light and heavy equipment; work standby shifts and respond to routine and emergency call backs; once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes; be able to safely lift and operate equipment and parts weighing up to 100 pounds; work in environments with exposure to dirt, dust, and inclement weather; and have hearing and vision within normal ranges.

Education and Experience:

High School graduate or equivalent. One year of experience in pipeline construction or maintenance work, including the operation and use of light and heavy equipment or any combination of education is desirable, and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Must possess or have the ability to acquire a Washington State flagging certificate and first aid CPR card within 6 months of hire date.

Advancement:

A Water Service Worker I May advance to Water Service Worker II upon promotion by the General Manager; or, a

Water Service Worker I shall automatically advance to Water Service Worker II upon:

Completion of three years as Water Service Worker I; and

Have three satisfactory annual performance reviews as a Water Service Worker I; and

Possess a valid level I or higher Water Distribution Manager Certificate issued by the Washington State Department of Health; and

Possess a valid level I or higher Water Treatment Plant Operator Certificate issued by the Washington State Department of Health.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective October, 29 2014

Tier	Hourly Wage Rate
1	\$11.50
2	\$12.08
3	\$12.68
4	\$13.19
5	\$13.68
6	\$14.19
7	\$14.73
8	\$15.28
9	\$15.85
10	\$16.45

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**WATER SERVICE WORKER II**

**FLSA Status - Non-Exempt**

**DEFINITION**

Under general supervision, this position performs skilled and semi-skilled maintenance and repair work on water system facilities, including meter reading, maintenance and repair of valves, mains, meters, pumps, motors and treatment equipment; and operates various types of equipment; performs customer service work; landscape and yard maintenance; and other work as assigned.

**EXAMPLE OF DUTIES**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Reads water meters accurately; locates water mains, exercise valves and hydrants, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as backhoe, track hoe, service truck, dump truck and other power equipment. Responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and service and main leaks. Instructs less experienced workers.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

Principles, methods, and tools employed in the maintenance and operation water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

Ability to:

Operate computers, mechanical and electrical diagnostic tools and equipment; accurately read water meters; repair, install and maintain water mains, services, valves and meters; read and interpret water distribution maps and drawings and locates water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work; stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop, and crouch; accurately determine colors; sit, type, walk, read, write, speak

and listen for extended periods of time; handle customer complaints and corrects problems in the field with tact and diplomacy; read and interpret water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work; operate a variety of light and heavy equipment; work standby shifts and respond to routine and emergency call backs; once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes; be able to safely lift and operate equipment and parts weighing up to 100 pounds; work in environments with exposure to dirt, dust, and inclement weather; and have hearing and vision within normal ranges.

Education and Experience:

High school graduate or equivalent. Three years of experience as a Water Service Worker I or three years of experience in pipeline construction or maintenance work, including the operation and use of light equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a level I or higher Water Treatment Plant Operator Certificate issued by the Washington State Department of Health within thirty-six months of appointment.

Possession of a level I or higher Water Distribution Manager Certificate issued by the Washington State Department of Health upon appointment.

Certifications and Training - Flagger certification, first aid CPR, competent person.

Advancement:

A Water Service Work II May advance to Water Service Worker III upon promotion by the Board of Commissioner; or, a

Water Service Worker II shall automatically advance to Water Service Worker III upon:

Completion of five years as Water Service Worker II; and

Have three satisfactory annual performance review as a Water Service Worker II; and

Possess a valid level II or higher Water Distribution Manager Certificate issued by the Washington State Department of Health; and

Possess a valid level II or higher Water Treatment Plant Operator Certificate issued by the Washington State Department of Health.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective October, 29 2014

Tier	Hourly Wage Rate
1	\$15.15
2	\$15.91
3	\$16.54
4	\$17.12
5	\$17.72
6	\$18.34
7	\$18.98
8	\$19.65
9	\$20.34
10	\$21.05

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**WATER SERVICE WORKER III**

**FLSA Status - Non-Exempt**

**DEFINITION**

Under general supervision, this position performs skilled and semi-skilled maintenance and repair work on water system facilities, including meter reading, maintenance and repair of valves, mains, meters, pumps, motors and treatment equipment; and operates various types of equipment; performs customer service work; landscape and yard maintenance; and other work as assigned.

**EXAMPLE OF DUTIES**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Reads water meters accurately; locates water mains, exercise valves and hydrants, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as backhoe, track hoe, service truck, dump truck and other power equipment. Responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and service and main leaks. Instructs less experienced workers.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

Principles, methods, and tools employed in the maintenance and operation water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

Ability to:

Operate computers, mechanical and electrical diagnostic tools and equipment; accurately read water meters; repair, install and maintain water mains, services, valves and meters; read and interpret water distribution maps and drawings and locates water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work; stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop, and crouch; accurately determine colors; sit, type, walk, read, write, speak

and listen for extended periods of time; handle customer complaints and corrects problems in the field with tact and diplomacy; read and interpret water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work; operate a variety of light and heavy equipment; work standby shifts and respond to routine and emergency call backs; once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes; be able to safely lift and operate equipment and parts weighing up to 100 pounds; work in environments with exposure to dirt, dust, and inclement weather; and have hearing and vision within normal ranges.

Education and Experience:

High school graduate or equivalent. Five years of experience as a Water Service Worker II or Eight years of experience in pipeline construction or maintenance work, including the operation and use of light equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a level II or higher Water Treatment Plant Operator Certificate issued by the Washington State Department of Health within thirty-six months of appointment.

Possession of a level II or higher Water Distribution Manager Certificate issued by the Washington State Department of Health upon appointment.

Certifications and Training - Flagger certification, first aid CPR, competent person.

Advancement:

A Water Service Work III is the highest Service Worker position at the District.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective October, 29 2014

Tier	Hourly Wage Rate
1	\$21.15
2	\$21.89
3	\$22.66
4	\$23.34
5	\$24.04
6	\$24.76
7	\$25.50
8	\$26.26
9	\$26.79
10	\$27.33

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_