City of Spokane Jobs — Wastewater Operations Administrative Assistant — Spokane, WA, USA

Hiring organization
City of Spokane

Employment Type

Industry
Local Government

Job Location
Spokane, WA, United States

Date posted
November 17, 2026

Valid through
2026-11-28

Description

A Wastewater Operations Administrative Assistant focuses on municipal wastewater services, an area worth understanding when considering City of Spokane Jobs in Spokane, WA, USA. Daily tasks can range from organizing wastewater maintenance records to coordinating operational inspection schedules and updating treatment facility documentation. A solid foundation in wastewater operations, inspection schedules, and records makes these tasks easier to handle.

Responsibilities

- Organizing wastewater maintenance records.
- Coordinating operational inspection schedules.
- Updating treatment facility documentation.

Qualifications

- Working familiarity with wastewater operations and inspection schedules.
- Comfortable with organizing wastewater maintenance records and checking details before handover.
- Comfortable working with spreadsheets, checklists, or structured digital files.

Experience

A work, internship, or coursework background involving records can support this career track.

Skills

wastewater operations, inspection schedules, records, Wastewater Operations Administrative Assistant

Career Information

Explore City of Spokane career and organization information to find current openings and application instructions.