

# Job Description – SD Association of Rural Water Systems

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**POSITION:** **CIRCUIT RIDER (EAST)**  
Position reports to: Executive Director Wage Classification: Hourly  
Status: Non-Exempt, Full-Time Reviewed: August 2017

**SUMMARY:** The **Circuit Rider (East)** exists to provide technical advice and assistance to rural and small-town municipal water system operators within the state of South Dakota, and to manage the administrative affairs of the Circuit Rider Program. The **Circuit Rider** will be required to analyze situations, evaluate possible courses of action, make decisions, and give advice and recommendations regarding water system's operations to Association members, as well as to other users and non-members.

## ESSENTIAL FUNCTIONS:

### 1. Technical Training and Assistance

- Provide timely technical assistance, which includes all areas of operations, maintenance, management, regulations compliance, water treatment and water conservation, to rural and small-town municipal water systems under 10,000 population (unless they are an RD borrower), in eastern and central South Dakota
- Contact and offer assistance to a minimum of 30 water systems/month (360/year), and ensure that on-site visits cover the eastern and central geographical areas of the state
- Resolve water system's operational and maintenance problems in compliance with the Safe Drinking Water Act, and perform technical assistance as outlined in the State Affiliates / NRWA Agreement
- Work with the DENR to help water systems comply with Safe Drinking Water Act regulations
- Assist those facilities that are RD funded, or might be eligible for RD funding
- Provide emergency response assistance to members and non-members as directed by DENR
- Work directly with all staff; coordinate activities with Executive Director
- Work with a team approach with other Association employees in areas of training and technical assistance

### 2. Administrative Duties

- Attend staff meetings as well as meetings relating to water system's environmental issues and impacts on water systems, including DENR, AWWA, and SDWWA events
- Complete and submit required reporting in a timely fashion, including providing monthly reports to NRWA, and information regarding contacts made and problems encountered
- Assist with Conferences, EXPOs and Seminars when needed
- Provide SDARWS and NRWA with an annual Operating Plan

### 3. Public Relations

- Promote positive public relations with facilities, consumers, governmental agencies, and others regarding water issues, including developing and maintaining positive working relationships with individuals from state and federal agencies (Includes RD, DENR, EPA, IHS, BOR and NRWA)
- Participate in the state and / or district RD/SDARWS Teleconference at least quarterly
- Promote membership in SDARWS to municipalities around the state
- Develop informational articles for dissemination, including articles for **ServiceLine & Quality On Tap!**
- Present educational talks and presentations at water-related associations or organizations
- Maintain contact with SDARWS Board of Directors, Water/Wastewater facilities, facility personnel, government personnel, elected officials, technical organizations, and industry representatives.
- Continually take initiative to improve and strengthen these relationships, and represent the SDARWS in the most effective and professional manner possible

### 4. Continued Education

- Continually work to maintain awareness of changing regulations, technical knowledge and information, to (a) provide the best advice and assistance possible, and to (b) teach and train others in necessary skills
- Attend NRWA in-service training sessions for the purposes of gaining updated technical knowledge of new practices and technologies in these fields, learning new reporting features, and discussing operating plans
- Read and study new technical standards proposed and set by public and private organizations as well as research problems facing the water industry
- Work actively with Executive Director on technical assistance training programs

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## **OTHER FUNCTIONS:**

While this summary should provide an excellent guideline for succeeding in this position, there may be other responsibilities and tasks assigned to the Circuit Rider from time to time by the Executive Director. There may be times when the Circuit Rider will need to assist others in the completion of their duties, and assume some of their responsibilities. It is expected that the Circuit Rider will have the flexibility and willingness to adjust to these changing needs.

## **QUALIFICATIONS AND REQUIREMENTS:**

### **1. Education and Work Experience**

- High school diploma, or equivalent
- Must have a Water Treatment and/or Distribution Operator's License
- Must have a minimum of five years' experience in the operations of water systems

### **2. Skills, Knowledge and Abilities**

- Must have a thorough understanding of the operations and maintenance of associated equipment
- Successful candidates must have the ability to train others, either one-on-one or in a group setting
- Must have the ability to present information, sometimes of a very technical nature, to an audience (e.g. a city council) who does not necessarily have technical training or knowledge
- Must possess strong problem-solving abilities and communication skills
- The Circuit Rider must be able to operate and service all equipment associated with a water system
- This person will need to operate general office equipment proficiently, including computers, keyboards, telephones, calculators, and other office-related machinery

### **3. Physical Capabilities**

- Extensive travel time is required; up to 75% of the Circuit Rider's time will be spent outside of the office, accessing construction sites and water systems, visiting Association member offices, and will be required to attend numerous meetings associated with the position
- Activities will range from extended periods of traveling by vehicle, sitting at the office and at meetings to considerable motion and physical activity when visiting systems
- Physical activity will be varied, and at times strenuous, since the primary function of this position is to provide technical assistance and training to water system operators, at their operation's facility
- Physical activities may include occasional lifting of up to 50 or 60 pounds, climbing ladders to access systems and /or equipment, and demonstrating equipment usage

## **NOTE:**

- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the SD Association of Rural Water System at any time.
- The SD Association of Rural Water System is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, color, religion, national origin, genetic information, sex, age, disability or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the SD Association of Rural Water System will consider reasonable accommodations for qualified individuals with disabilities.

**TO APPLY:** Please email a cover letter and resume to Dennis N. Davis, Executive Director of the South Dakota Association of Rural Water Systems at [dndavis@sdarws.com](mailto:dndavis@sdarws.com).