

Job Description – SD Association of Rural Water Systems

POSITION: **WASTEWATER TECHNICIAN**
Position reports to: Executive Director Wage Classification: Hourly
Status: Non-Exempt, Full-Time Reviewed: August 2017

SUMMARY: The position of **Wastewater Technician** exists to provide technical advice and training assistance to rural and small-town wastewater system operators within the state of South Dakota. The **Wastewater Technician** will be required to analyze situations, evaluate possible courses of action, make decisions, and give advice and recommendations regarding wastewater 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 and management, to rural and small-town municipal waste water systems under 10,000 population (unless they are a member of the RD system), throughout South Dakota
- Make "on-site" contacts, and offer assistance, to a minimum of 30 systems/month (360/year), and ensure that on-site visits cover the state geographically
- Provide on-site training in areas of operations and maintenance to rural and small town municipal waste water systems
- Resolve wastewater system operational and maintenance problems in compliance with the Clean Water Act, and perform technical assistance as outlined in the State Affiliates/NRWA Agreement
- Work with the DENR to help wastewater systems comply with Clean Water Act regulations
- Assist those facilities that are RD funded, or may be eligible for RD funding
- Work directly with all other staff; coordinate activities with Executive Director
- Work with a team approach with employees in areas of training and technical assistance

2. Administrative Duties

- Complete and submit all required reporting in a timely fashion, including providing monthly reports to NRWA and information regarding contacts made and problems solved
- Assist with all Conferences, EXPOs, and Seminars
- Provide SDARWS and NRWA with an annual Operating Plan

3. Public Relations

- Promote positive public relations with facilities, consumers, government agencies, and others regarding water and wastewater issues, including developing and maintain positive relationships with individuals from state and federal agencies (Includes RD, DENR, EPA, NRWA, BOR, IHS and others)
- Participate in state and / or district RD/SDARWS teleconference's at least quarterly
- Promote membership in SDARWS to municipalities around the state
- Develop informational articles for dissemination, including articles for **ServiceLine & Quality On Tap!**
- 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 an awareness of changing technical knowledge and information, in order 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 in order to gain updated technical knowledge of new practices and technologies in these fields, learn new reporting features, and discuss operating plans
- Read/study new technical standards set and proposed by public and private organizations
- 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 Wastewater Technician from time to time by the Executive Director. There may be times when the Wastewater Technician will need to assist others in the completion of their duties, and assume some of their responsibilities. It is expected that the Wastewater Technician will have the flexibility and willingness to adjust to these changing needs.

QUALIFICATIONS AND REQUIREMENTS:

1. Education and Work Experience

- Must have a Wastewater Treatment and Collection Operator's License
- High school diploma or equivalent
- Must have a minimum of five years' experience in the operations of water or wastewater systems

2. Skills, Knowledge and Abilities

- The Wastewater Technician must have knowledge and experience in operating and servicing all equipment associated with a wastewater system
- This person will need to operate general office equipment proficiently, including computers, keyboards, telephones, calculators, and other office-related machinery
- 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
- Successful Candidates will need strong problem-solving abilities and communication skills

3. Physical Capabilities

- Extensive travel time is required; up to 75% of the Wastewater Technician's time will be spent outside of the office
- The Wastewater Technician will be expected to visit 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 operations
- Physical activity will be varied, and may, at times, be strenuous, since the primary function of this position is to provide technical assistance and training to wastewater system operators, at their operation's facilities
- Physical activities may include occasionally 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.