

## **Wastewater Systems Specialist — Vermont Rural Water Association**

**Job Title:** Wastewater Systems Specialist

**Hours:** This position is full-time (40 hours per week) with flexible scheduling and ability to set own hours.

**Location:** This position will primarily work from a home office with frequent on-site field work and occasional work at Vermont Rural Water's office in Essex Junction, VT.

**About:**

The Vermont Rural Water Association is a 501(c)3 nonprofit organization that provides training and technical assistance to public drinking water and wastewater systems throughout Vermont. Founded in 1982, the organization has a strong history of providing education, outreach, and on-site assistance to systems and operators.

Our field staff are located across the state to provide on-site technical assistance to drinking water and wastewater systems. Our training program is one of the main ways water and wastewater operators in Vermont obtain the continuing education requirements of their certifications and licenses. Several staff members and other partners provide training classes on a wide variety of topics relevant to water and wastewater workers such as basic and advanced operations, treatment processes, safety, laboratory procedures, and professional development.

**Function:**

The Wastewater Systems Specialist provides training and technical assistance to wastewater treatment facilities and pretreatment facilities in Vermont. Technical assistance will focus on helping wastewater systems find cost-effective solutions to operations problems and reducing nitrogen and phosphorus levels in treatment plant effluents, particularly for systems located in impaired watersheds. Training classes will take place in-person and on Zoom and will provide wastewater operators with continuing education credits. Class topics may include wastewater treatment, system operations and maintenance, nitrogen and phosphorus optimization strategies, and worker safety.

This program is run through a contract with the Vermont Watershed Management Division.

**Responsibilities Include:**

- Provide onsite assistance to wastewater systems
- Provide remote assistance over the phone, email, or Zoom
- Conduct training classes for wastewater operators. This includes teaching and/or proctoring classes, scheduling class date(s), coordinating with outside instructors, and tracking attendance.

- Collaborate with Vermont Rural Water's other Wastewater Systems Specialist as necessary
- Compile monthly progress reports
- Adhere to program budget with assistance from Executive Director
- Write articles for Vermont Rural Water's newsletter
- Attend monthly staff meetings
- Attend quarterly meetings with the State of Vermont's Wastewater Management Program

**Preferred Qualifications:**

- Familiarity with water resource field
- Demonstrated ability to work independently and as a member of a team
- Demonstrated communications and teaching skills
- Comfort with computers, internet, and Microsoft Excel
- Reliable transportation
- Ability to pass a background check

**Bonus Qualifications:**

- 5+ years of experience in wastewater operations
- Utility management experience

**Salary:** Commensurate with experience

**Anticipated Start:** September 2022

**Benefits:**

- 401(k) retirement savings plan
- Health insurance through BlueCross/BlueShield of Vermont
- Dental insurance and dental reimbursement
- Vision coverage
- Health Reimbursement Account (HRA)
- Dependent Care Flexible Spending Account (FSA)
- Disability insurance (short- and long-term)
- Life insurance
- AAA membership
- Work laptop, iPad, and cell phone
- Partial reimbursement for monthly home internet
- Travel reimbursement at federal mileage rate
- Paid sick leave and vacation time
- 11 paid holidays (6 fixed and 5 flexible) and 2 paid personal days per year

**To Apply:** Send resume and cover letter to [info@vtruralwater.org](mailto:info@vtruralwater.org) by July 14, 2022

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