

Water Systems Specialist

Job Title: Water Systems Specialist (Circuit Rider)

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

Location: This position will be based from a home office with frequent on-site work throughout the northern half of Vermont (coverage area could be adjusted for the right candidate) and occasional work at Vermont Rural Water's office in Essex, 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.

Function:

The Water Systems Specialist provides on-site assistance to public drinking water systems. This assistance includes all areas of water system operations, maintenance, management, security, finance, funding, public health, and environmental issues. The primary focus of this position is small municipal water systems and fire districts in approximately half of Vermont.

This program is run through a subgrant with the National Rural Water Association and funded by the United States Department of Agriculture – Rural Development (USDA RD).

Responsibilities Include:

- Travel extensively throughout half of Vermont to offer on-site technical assistance on all areas of water system operations, maintenance, management, finance, and funding
- Respond to inquiries and requests from operators, board members, municipalities, federal and state agencies, and others regarding technical matters
- Collaborate with Vermont Rural Water staff on projects, trainings, and events
- Work and communicate effectively with a wide variety of people, including federal, state and local officials; the public; and other nongovernmental organizations
- Compile monthly time logs and progress reports
- Write articles for Vermont Rural Water's newsletter
- Attend monthly staff meetings
- Travel to two annual conferences hosted by National Rural Water Association

Preferred Qualifications:

- Multi-year experience operating and/or managing a public water system
- Technical knowledge of operating, maintaining, and managing a community water system
- Knowledge and understanding of regulations, monitoring, and reporting requirements
- Ability to identify and explain water system problems to system personnel and decision makers
- Demonstrated ability to work independently and as a member of a team
- Demonstrated written and verbal communication skills
- Comfort with computers, internet, and Microsoft Office (Word, Excel, and Outlook)
- Reliable transportation
- Willingness to travel extensively around Vermont
- Ability to pass a background check

Salary: Commensurate with experience

Anticipated Start: December 16, 2024

Benefits:

- 401(k) retirement savings plan
- Health insurance through BlueCross/BlueShield of Vermont
- Dental reimbursement and vision coverage
- Health Reimbursement Account (HRA)
- Dependent Care Flexible Spending Account (FSA)
- Disability insurance (short- and long-term) and 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 by November 20, 2024

The Vermont Rural Water Association is an equal opportunity employer and service provider. We value diverse perspectives, talents, and identities. We do not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, learning differences, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs.