



MARYLAND

RURAL WATER ASSOCIATION

State Circuit Rider Job Description

About Maryland Rural Water Association

MRWA is responsible for improving the quality of life in rural and small municipal communities throughout the state of Maryland by providing assistance to these areas regarding the security, safety and availability of affordable drinking water, and the proper treatment of wastewater to ensure protection of our environment.

MRWA is a 501(c)(6) nonprofit association of water and wastewater utilities in Maryland. In addition to utility system members, MRWA is supported by industry vendors and others that recognize the importance of our mission including the USDA, EPA, and the Maryland Department of the Environment. MRWA's mission is to provide on-site technical assistance, training, and a strong representative voice for the benefit of Maryland's water and wastewater systems.

Purpose of Position

The State Circuit Rider provides professional on-site training and technical assistance to water systems throughout the State of Maryland serving less than 10,000 in population to enable those systems to provide water that complies with all federal and State regulations.

Primary Responsibilities

- Work closely with the Maryland Department of the Environment's (MDE) Water Supply Program in providing professional on-site technical assistance to small water systems in Maryland that will enable the system to provide water that complies with the federal and State regulations. In particular, the priorities for assistance include: the Operator Certification requirements, the Lead and Copper Rule, the Lead and Copper Rule Revisions, the Long Term 1 Surface Water Treatment Rule, the Disinfection Byproducts Rule, the Consumer Confidence Report, advising about the Emerging Contaminants (including PFAS) requirements, and advising about the requirements for the inventories of lead service lines.
- Provide assistance that will increase operational knowledge and drinking water knowledge of all system personnel.
- Work with small systems and MDE to assist in compliance with drinking water regulations and fulfillment of primacy responsibilities of the state agency. Assist small system personnel in setting up procedures for regular process and water quality monitoring and reporting to comply with regulations
- Coordinate with MDE to meet with governing boards, elected officials and managers/administrators of small systems to inform and advise on Safe Drinking Water Act (SDWA) requirements, the Ground Water Rule and other drinking water regulations
- Provide assistance to systems in acquiring financing to build, expand and upgrade water systems through the preparation and submission of applications for funding under the Drinking Water State Revolving Fund

- Work in cooperation and collaboration with all members of the MRWA office and field staff including USDA Water and Wastewater Circuit Riders, FSA Source Water Protection Specialist and EPA Training and Technical Assistance Program Coordinator
- All other duties as assigned

Internal Relationships

The State Circuit Rider works closely with the Executive Director/CEO and all members of the MRWA field and office staff. Position reports to the Executive Director/CEO.

External Relationships

The State Circuit Rider works with the Maryland Department of the Environment (MDE), and has daily contact with water and wastewater system personnel, government personnel, elected officials, industry representatives and technical organizations.

Employment Qualifications

- Positive attitude, flexible, with the ability to work in a consultative/training role in a range of different environments
- Ability and willingness to travel throughout the state
- Good sense of humor, enthusiasm and team mindedness
- Customer focused approach
- Must, at a minimum, possess 4 years' experience in operating and/or managing a rural and/or community water system
- Must have working knowledge of the Safe Water Drinking Act, Lead and Copper Rule, Long Term I Surface Water Treatment Rule, and Disinfection Byproduct Rule and Ground Water Rule
- Must hold a current Class 3 or 4 Maryland Certification for Water and must maintain training hours for re-certification every 3 years
- Must be able to attend a variety of industry conferences
- Ability to prioritize requests & adhere to deadlines
- Self-motivated and able to work independently without daily supervision, high degree of initiative
- Ability to communicate effectively, orally and in writing
- Attention to detail, accuracy, timeliness and strong organization skills essential
- Intermediate skills in Microsoft software applications such as Word, Excel and Adobe Acrobat
- Valid driver's license

Employment Details

The State Circuit Rider is a full-time salaried position with a full range of benefits including health insurance, holidays, vacation, sick leave, 401(k), and others. Salary is commensurate with experience.

Maryland Rural Water Association is an Equal Opportunity Employer and will not discriminate against any employee or applicant on the basis of race, color, sex, national origin or religion as prohibited by the federal Civil Rights Act, or on basis prohibited by any other applicable law. In compliance with the Americans with Disabilities Act, MRWA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

Interested candidates may apply by sending their resume to humanresources@md-rwa.org or through [Indeed](https://www.indeed.com/q-circuit-rider-jobs.html?vjk=6a312976305dd39c) at <https://www.indeed.com/q-circuit-rider-jobs.html?vjk=6a312976305dd39c>