



# MARYLAND

## RURAL WATER ASSOCIATION

### **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 MRWA 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.

The primary objective of the program is for the Circuit Rider to work alongside the rural system officials and operators to show them how to solve their problems. The on-site system personnel must participate in the corrective actions taken during the visit.

#### **Primary Responsibilities**

- Travels extensively throughout the state to offer on-site technical assistance
- Provides assistance in all areas of operations and maintenance, treatment, compliance, construction, general management, security, financial management, board training, loan application, and health and environmental issues
- Provides the type of assistance that offers instructional guidance rather than doing it for them
- Prioritizes requests to ensure coverage of water/systems with serious health or economic problems first. Priority will also be given to persons or groups who do not have access to high quality drinking water or proper treatment
- Attends NRWA In-Service training programs and annual conference to meet the individual needs of the Circuit Riders and to provide them with skills to transfer their knowledge to the system personnel and the governing body
- Reviews new technical standards set and proposed by public and private organizations

- Writes a quarterly informational article for MRWA's "The Maryland Current" magazine
- Responds to inquiries from facilities, consumers, governmental agencies, and others regarding technical matters
- Provides a minimum of 30 technical assistance contacts with water systems per month
- On-site assistance must geographically represent the state during the program period
- Assistance should be provided to rural, unincorporated small municipal systems and incorporated municipal systems under 10,000 population
- Meets with the State Rural Development office at least quarterly and District offices as set out in the Annual Plan of work
- Accurately completes and submits the required reporting in the required timely fashion
- All other duties as assigned

### **Internal Relationships**

The MRWA 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. The position also works closely with the NRWA Circuit Rider Program Director.

### **External Relationships**

The MRWA Circuit Rider works with the U.S. Department of Agriculture (USDA) 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 2 Enhanced 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 MRWA 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.

### **Application**

Resumes with brief cover letters may be emailed to: [humanresources@md-rwa.org](mailto:humanresources@md-rwa.org)