



February 2022

## **JOB ANNOUNCEMENT**

Atlantic States Rural Water and Wastewater Association seeks a **Drinking Water Training and Technical Assistance Specialist**. ASRWVA is a trade association dedicated to supporting water and wastewater utilities by providing onsite technical support, training classes, and legislative representation. ASRWVA is a member of National Rural Water Association, the nation's largest water and wastewater utility membership association.

**POSITION:** Training and Technical Assistance Specialist

**LOCATION:** Connecticut

**HOURS:** 40 hours per week

**SCHEDULE:** Non-exempt staff position. Typically Monday – Friday.

**LEADERSHIP:** Reports to Executive Director

**FUNCTION:** The Training and Technical Assistance Specialist's primary responsibilities are to provide onsite technical assistance and training to Connecticut's drinking water operators and their associated systems. The Specialist is responsible for implementation of the deliverables of an EPA grant titled *Training and Technical Assistance for Small Public Water Systems to Achieve and Maintain Compliance with the Safe Drinking Water Act* (SWDA) also referred to as the EPA TTA grant. Coordination with state primacy agencies and regional EPA representatives is imperative to satisfy program requirements. The EPA Training Specialist will collaborate with state primacy agencies and regional EPA representatives to identify compliance and technical training priorities for Connecticut's public water systems (PWS) and tribal-owned and operated public water systems. The EPA TTA grant is designed to strengthen technical capacity in small water systems, ultimately resulting in the reduction of the number of PWSs out of compliance with health-based standards.

### **CORE RESPONSIBILITIES**

Responsibilities include:

1. Meet the deliverables of the EPA TAT grant including but not limited to: implementing a defined collaborative planning process with appropriate regulatory authorities, developing an Operating Plan with input from agency representatives within 45 days of the grant's award date, conducting formal training classes, and providing onsite technical assistance.

2. Provide statewide training on SDWA topics, as identified in the Operating Plan, in a diversity of locations across the state.
3. Attend meetings, trade shows, and other functions relative to the water industry as a representative of ASRWWA, as necessary.
4. Present on current topics at conferences, workshops, and other outreach events.
5. Promote and assist marketing of ASRWWA membership, association specialties, and encourage attendance for ASRWWA events.
6. Assists with fee-based activities, including but not limited to fee-training sessions, GIS mapping activities, and CCRs.
7. Manage program budget including travel and make all necessary travel arrangements to carry out the program.
8. Prepare or provide information for association publications as requested by management.
9. Twice annually, attend National Rural Water Association (NRWA) in-service training and annual conference in locations outside of Connecticut in order to benefit from professional development and networking opportunities.
10. Provide accurate and timely administrative reporting (monthly logs, quarterly significant contact reports, weekly timesheets, monthly expense reports) and grant/contract reporting as required.
11. Take responsibility for all Association issued equipment. Ensure proper care and maintenance as prescribed by the manufacturer. Maintain an equipment inventory which includes maintenance records as appropriate.
12. Perform other related duties assigned by the Executive Director.

**WORKING CONDITIONS:** This position requires extensive travel across the state of Connecticut. Occasional attendance at evening and weekend events and meetings. This is a field staff position often working exposed to outdoor elements. Establishes field office in home. Personal vehicle is necessary.

**QUALIFICATIONS:**

**Education**

1. Minimum of high school diploma or equivalent. Bachelor's degree preferred.
2. Current Connecticut operator license(s) in Drinking Water Treatment or Distribution, as well as experience working for a PWS, are preferred but not required.

**Requirements:**

1. Proven competency in identifying and troubleshooting drinking water system issues related to physical infrastructure, financial and human assets.
2. Knowledge of state and federal laws and regulations that apply to public drinking water utility systems.
3. Intermediate to advanced computer skills in Microsoft software applications such as Word, Excel, Power Point, ESRI, DropBox, and Zoom.
4. Experience with spreadsheet, word processing, power-point, and email.
5. Data management and map making proficiency in ArcGIS preferred.

6. Excellent oral presentation and written communication skills, as well as experience and skills necessary to prepare training materials and deliver training sessions.
7. Record of achievement managing a project or program, with attention to “A to Z” details while also keeping the bigger picture concepts and timelines in mind
8. Demonstrated time management and organizational skills
9. Self-starting and self-directed, seeking opportunities to enhance the program or solve problems as they arise.
10. Reliable transportation, good driving record, automobile insurance, valid license and willingness to travel throughout Connecticut are required.

**Traits and Characteristics Necessary for Success:** Applicants who enjoy helping others, take pride in their work, and take ownership of their career will thrive at ASRWWA. A positive attitude, superb customer service skills, a team player and a professional and courteous manner. Must be hard working, self-motivated and energetic and have the ability to multi-task in a fast-paced environment. Has the capacity to listen to and considering new ideas, including those different from one’s own.

**Physical Demands:** To perform the essential functions of the position, the following applies: requires standing, stretching, bending, walking, and lifting. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure and be able to function in a fast paced environment.

**Salary Range:** \$56,000-\$58,000.

ASRWWA offers a competitive salary and benefits including employee and family health insurance, 401k, vacation, sick, and holiday pay.

**To Apply:**

Interested applicants should submit a resume and cover letter to:

Atlantic States Rural Water and Wastewater Association

Attention: Human Resources  
45 Salem Turnpike #1007, Norwich CT 06360

Or E-mail to: [vern@nrwa.org](mailto:vern@nrwa.org)

EOE/AA

Position is open until filled with a target start date of March 15, 2022.