

## Circuit Rider Job Description

The purpose of the Circuit Rider Program is to protect the nation's multi-billion-dollar investment in rural and small municipal water systems by providing on-site technical assistance that assures cost-effective operations and adequate income for both operations and debt service within each State. This position provides technical, managerial, and financial assistance to water utility personnel regarding daily operations of a drinking water distribution system and/or water treatment facility. Circuit Riders provide rural and small municipal water systems on-site technical training/assistance to ensure cost effective operations and sustainable utility management within Atlantic States (CT&RI) and the other geographical jurisdictions.

### QUALIFICATIONS:

1. Applicants shall possess knowledge of public water system operations and maintenance.
2. Applicants should possess, at a minimum, education equivalent to graduation from high school and multi-year experience (preferably a minimum of 5 years) in operating and/or managing a public water system

### SPECIFIC RESPONSIBILITIES:

1. Travels extensively throughout the Connecticut to offer on-site technical assistance.
2. Provides assistance in all areas of operations, maintenance, management, security, finance, loan application, health, and environmental issues.
3. Provides the type of assistance that offers "showing how" rather than doing it for them.
4. 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.
5. 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.
6. Reviews new technical standards set and proposed by public and private organizations.
7. Develops informational articles for dissemination.
8. Responds to inquiries from facilities, consumers, governmental agencies, and others regarding technical matters.
9. Provides a minimum of 30 technical assistance contacts with water systems per month.

A requirement of **five (5)** of the 30 contacts shall be with systems not previously visited in the past six (6) months. These will be reported on the daily log as part of the reporting requirements.

10. On-site assistance must geographically represent the State during the program period.
11. Assistance should be provided to rural, unincorporated small municipal systems, tribal systems and incorporated municipal systems under 10,000 population.
12. Visits the State Rural Development office at least quarterly and District offices as set out in the Annual Plan of work.
13. Accurately completes and submits the required reporting in the required timely fashion.

**HOW TO APPLY:**

Send cover letter and resume to: Connecticut Rural Water and Wastewater Association (CTRWWA) c/o Don Carver, CTRWWA and Rita Clary, National Rural Water Association, 2915 S 13th St., Duncan, OK, 73533. Email: [dcarver@asrwwa.org](mailto:dcarver@asrwwa.org) and [rita@nrwa.org](mailto:rita@nrwa.org) (please include both).