



Thank you for your interest in pursuing a career with the Bedford Regional Water Authority (BRWA)! The BRWA is looking for qualified candidates to fit our culture and fulfill our mission “To provide high quality water and wastewater services to the community.”

For this role, we are open to hiring someone at a trainee level with no experience or an operator in a similar position and with previous experience.

Please review the job descriptions in this document to see which one may be most suited to your skill set. You can select the bookmarks tab on the left-hand side to navigate through the job descriptions to find the one that best fits your experience.

When you apply, in the field asking which position you are applying for write either Trainee, Operator IV, III, II, or I based on your experience. Our hiring team will review applications and set up interviews with select candidates. After interviews, the hiring team will determine which candidate is best suited for the job and make a job offer at the level (Trainee thru Operator I) the person fulfills.

We are excited to review your accomplishments and thank you again for your interest in the BRWA!



**Job Description**  
Department: Wastewater Operations  
Pay Band: # 1  
FLSA Status: Non-Exempt

## Wastewater Operator Trainee Job Description

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### Role:

Under the general supervision of the Wastewater Operations Supervisor, the Wastewater Operator Trainee will perform responsible skilled duties related to the efficient and proper operation of the wastewater facilities of the Bedford Regional Water Authority (“Authority”).

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Read meters, gauges, and other instrumentation.
  - Complete and record daily operational tests.
  - Collect and deliver all samples as required.
  - Perform routine service and preventative maintenance of equipment. Conduct all maintenance as necessary and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
  - Check daily operation of pump stations and other Authority facilities for any necessary maintenance.
  - Operate, maintain, and replace valves and pumps as needed.
  - Adjust chemical addition as necessary to meet treatment goals.
  - Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
  - Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Operate sludge presses as needed.
  - Operate forklifts, tractors, and mowers.
  - Assist with maintenance, installations, and emergency repairs when necessary.
  - Investigate and assist customers with concerns.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by Wastewater Operations Supervisor.
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### Minimum Qualifications:

- High School diploma or GED.
- A valid Virginia Driver’s license and comply with the Authority’s Vehicle and Equipment policy.

- Have and maintain a good driving record.
- Possess basic computer skills, including basic knowledge of Microsoft Office®.
- Be able to maintain logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.
- Be able to respond to emergencies as needed on a 24-hour basis.
- Must obtain a Virginia Class 4 Wastewater Operator's License within 18 months of hire.
- Must complete *Wastewater Treatment Plant Operation Volume 1, 7<sup>th</sup> Edition* (California State University, Sacramento 2017) within 6 months of the date of hire.

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### **Additional Information:**

- This position has no supervisory responsibilities.
  - The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. Position is considered essential personnel.
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### **Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



## **Wastewater Operator IV**

### **Job Description**

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#### **The Role:**

Under the general supervision of the Wastewater Operations Supervisor, the Wastewater Operator will perform responsible, skilled duties related to the efficient and proper operation of the wastewater facilities of the Bedford Regional Water Authority (“Authority”).

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#### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Read meters, gauges, and other instrumentation.
  - Complete and record daily operational tests.
  - Collect and deliver all samples as required.
  - Perform routine service and preventative maintenance of equipment. Conduct all maintenance as necessary and maintain files for each location to ensure adequate preventative maintenance is performed on equipment.
  - Check daily operation of pump stations and other Authority facilities for any necessary maintenance.
  - Operate, maintain, and replace valves and pumps as needed.
  - Adjust chemical addition as necessary to meet treatment goals.
  - Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
  - Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Operate sludge presses as needed.
  - Operate forklifts, tractors, and mowers.
  - Assist with maintenance, installations, and emergency repairs when necessary.
  - Investigate and assist customers with concerns.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by Wastewater Operations Supervisor.
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#### **Minimum Qualifications:**

- High School diploma or GED and minimal experience, or a combination of equivalent education and experience.

- A valid Virginia Driver’s license and comply with the Authority’s Vehicle and Equipment policy.
- Have and maintain a good driving record.
- Possess basic computer skills, including basic knowledge of Microsoft Office®.
- Be able to maintain logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.
- Be able to respond to emergencies as needed on a 24-hour basis.
- Possess a wastewater operator class 4 license in the state of Virginia.

**Additional Information:**

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Operator Trainees.
- The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. Position is considered essential personnel.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



**Job Description**  
Department: Wastewater Operations  
Pay Band: # 3  
FLSA Status: Non-Exempt

## Wastewater Operator III

### Job Description

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#### **The Role:**

Under the general supervision of the Wastewater Operations Supervisor, the Wastewater Operator will perform responsible skilled duties related to the efficient and proper operation of the wastewater facilities of the Bedford Regional Water Authority (“Authority”).

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#### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Read meters, gauges, and other instrumentation.
  - Complete and record daily operational tests.
  - Collect and deliver all samples as required.
  - Perform routine service and preventative maintenance of equipment. Conduct all maintenance as necessary and maintain files for each location to ensure adequate preventative maintenance.
  - Check daily operation of pump stations and other Authority facilities for any necessary maintenance.
  - Operate, maintain, and replace valves and pumps as needed.
  - Adjust chemical addition as necessary to meet treatment goals.
  - Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
  - Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Operate sludge presses as needed.
  - Operate forklifts, tractors, and mowers.
  - Assist with maintenance, installations, and emergency repairs when necessary.
  - Investigate and assist customers with concerns.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by Wastewater Operations Supervisor.
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#### **Minimum Qualifications:**

- High School diploma or GED and moderate experience, or a combination of equivalent education and experience.



- A valid Virginia Driver’s license and comply with the Authority’s Vehicle and Equipment policy.
- Have and maintain a good driving record.
- Possess basic computer skills, including basic knowledge of Microsoft Office®.
- Be able to maintain logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.
- Be able to respond to emergencies as needed on a 24-hour basis.
- Possess a wastewater operator class 3 license in the state of Virginia.

**Additional Information:**

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Class IV Wastewater Operators and Operator Trainees.
- The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. Position is considered essential personnel.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



**Job Description**  
Department: Wastewater  
Operations  
Pay Band: # 4  
FLSA Status: Non-Exempt

## Wastewater Operator II

### Job Description

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#### **Role:**

Under the general supervision of the Wastewater Operations Supervisor, the Wastewater Operator will perform responsible, skilled duties related to the efficient and proper operation of the wastewater facilities of the Bedford Regional Water Authority (“Authority”).

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#### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Read meters, gauges, and other instrumentation.
  - Complete and record daily operational tests.
  - Collect and deliver all samples as required.
  - Perform routine service and preventative maintenance of equipment. Conduct all maintenance as necessary and maintain files for each location to ensure adequate preventative maintenance is performed on equipment.
  - Check daily operation of pump stations and other Authority facilities for any necessary maintenance.
  - Operate, maintain, and replace valves and pumps as needed.
  - Adjust chemical addition as necessary to meet treatment goals.
  - Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
  - Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Operate sludge presses as needed.
  - Operate forklifts, tractors, and mowers.
  - Assist with maintenance, installations, and emergency repairs when necessary.
  - Investigate and assist customers with concerns.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by Wastewater Operations Supervisor.
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#### **Minimum Qualifications:**

- High School diploma or GED and three to five years of experience, or a combination of equivalent education and experience.

- A valid Virginia Driver’s license and comply with the Authority’s Vehicle and Equipment policy.
- Have and maintain a good driving record.
- Possess basic computer skills, including basic knowledge of Microsoft Office®.
- Be able to maintain logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.
- Be able to respond to emergencies as needed on a 24-hour basis.
- Possess a wastewater operator class 2 license in the state of Virginia.

**Additional Information:**

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Class III, and Class IV Wastewater Operators and Operator Trainees.
- The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. Position is considered essential personnel.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



**Job Description**  
Department: Wastewater Operations  
Pay Band: # 5  
FLSA Status: Non-Exempt

## Wastewater Operator I Job Description

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### Role:

Under the general supervision of the Wastewater Operations Supervisor, the Wastewater Operator will perform responsible, skilled duties related to the efficient and proper operation of the wastewater facilities of the Bedford Regional Water Authority (“Authority”).

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Read meters, gauges, and other instrumentation.
  - Complete and record daily operational tests.
  - Collect and deliver all samples as required.
  - Perform routine service and preventative maintenance of equipment. Conduct all maintenance as necessary and maintain files for each location to ensure adequate preventative maintenance is performed on equipment.
  - Check daily operation of pump stations and other Authority facilities for any necessary maintenance.
  - Operate, maintain, and replace valves and pumps as needed.
  - Adjust chemical addition as necessary to meet treatment goals.
  - Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
  - Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Operate sludge presses as needed.
  - Operate forklifts, tractors, and mowers.
  - Assist with maintenance, installations, and emergency repairs when necessary.
  - Investigate and assist customers with concerns.
  - Maintain assigned vehicle.
  - Perform other tasks and duties as assigned by Wastewater Operations Supervisor.
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### Minimum Qualifications:

- High School diploma or GED and three to five years of experience, or a combination of equivalent education and experience.

- A valid Virginia Driver’s license and comply with the Authority’s Vehicle and Equipment policy.
- Have and maintain a good driving record.
- Possess basic computer skills, including basic knowledge of Microsoft Office®.
- Be able to maintain logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.
- Be able to respond to emergencies as needed on a 24-hour basis.
- Possess a wastewater operator class 1 license in the state of Virginia.

**Additional Information:**

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Class II, Class III, and Class IV Wastewater Operators and Operator Trainees.
- The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. Position is considered essential personnel.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature