



The Bedford Regional Water Authority (BRWA) is searching 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 the trainee level with no experience or a technician 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. Use the bookmarks tab to navigate 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, Technician I, II, or III 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 or Technician I-III) the person fulfills.

Thank you for your interest in pursuing a career with the BRWA. We look forward to reviewing your application.

## **Preventative Maintenance Trainee**

### **Job Description**

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#### **Role:**

Under the direction of the Preventative Maintenance Supervisor, the person in this position will investigate sanitary sewer back-ups and overflows. Using the proper equipment, perform sanitary sewer inspections and work to clear obstructions found in the sanitary sewer system.

#### **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.*

- Operate camera equipment to visually inspect sewer lines for structural defects by directing the movement of the unit through the sewer system and adjusting the camera to diagnose problems.
  - Operate equipment to flush or saw obstructions from the sanitary sewer system.
  - Clean and check equipment after each use, perform routine inspection service, adjust, and make repairs to equipment, and attachments.
  - Assist with the monitoring of Root Treatment processes in utility lines.
  - Introduce smoke into sewer system to identify sources of groundwater infiltration.
  - Perform inspections on manholes and manhole lids to prevent unwanted rain or groundwater from entering the sewer.
  - Assist and respond to customers with concerns.
  - Locate and exercise valves and hydrants to make them accessible and ensure operability.
  - Maintain crew vehicle.
  - Perform other tasks and duties as assigned by the Preventative Maintenance Supervisor.
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#### **Minimum Qualifications:**

- Graduate from High School or equivalent diploma.
- Ability to work safely and obey all safety rules.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- At least 1 years of experience in water and sewer or construction preferred.
- A valid Virginia driver's license and a Class A CDL with Air and Tank endorsements within 6 months of hire.
- Ability to comply with the Authority's Vehicle and Equipment policy.
- Must obtain a NASSCO PACP, MACP, and LACP certification within the first 12 months of hire.
- Must be proficient in the use of Computers including Microsoft Office®.
- Must be organized, detailed, and self-motivated.

- Must obtain VDOT Basic Traffic Safety Certification
- Be able to maintain logs and prepare reports.
- Other skills and knowledge that demonstrate the ability to do the job.
- Must be able to pass a drug test and background screening.

**Additional Information:**

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

**Working Conditions:**

The information listed below is 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.

- Employee rarely sits and may walk or stand for long 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	Frequent
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.

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Print Name

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Signature

## **Preventative Maintenance Technician I**

### **Job Description**

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#### **Role:**

Under the direction of the Preventative Maintenance Supervisor, the person in this position will investigate sanitary sewer back-ups and overflows. Using the proper equipment, perform sanitary sewer inspections and work to clear obstructions found in the sanitary sewer system

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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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- Operate camera equipment to visually inspect sewer lines for structural defects by directing the movement of the unit through the sewer system and adjusting the camera to diagnose problems.
  - Operate equipment to flush or saw obstructions from the sanitary sewer system.
  - Clean and check equipment after each use, perform routine inspection service, adjust, and make repairs to equipment, and attachments.
  - Assist with the monitoring of Root Treatment processes in utility lines.
  - Introduce smoke into sewer system to identify sources of groundwater infiltration.
  - Perform inspections on manholes and manhole lids to prevent unwanted rain or groundwater from entering the sewer.
  - Investigate, assist, and respond to customers with concerns.
  - Locate and exercise valves and hydrants to make them accessible and ensure operability.
  - Maintain crew vehicle.
  - Perform other tasks and duties as assigned by the Preventative Maintenance Supervisor.
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#### **Minimum Qualifications:**

- Graduate from High School or equivalent diploma.
- Ability to work safely and obey all safety rules.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- At least 1 year of experience in water and sewer or construction preferred.
- A valid Virginia driver's license and a Class A CDL with Air and comply with the Authority's Vehicle and Equipment policy.

- Must obtain a NASSCO PACP, MACP, and LACP certification within the first 12 months of hire.
- Must be proficient in the use of Computers including Microsoft Office®.
- Must be organized, detailed, and self-motivated.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to maintain logs and prepare reports.
- Other skills and knowledge that demonstrate the ability to do the job.
- Must have all skills and certifications required for this position as described within the Maintenance Progression Policy.
- Must be able to pass a drug test and background screening.

**Additional Information:**

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

**Working Conditions:**

The information listed below is 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.

- Employee rarely sits and may walk or stand for long 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	Frequent
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

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**Employment Eligibility/Work Authorization Requirements:**

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**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.

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Print Name

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Date Signed

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Signature

## **Preventative Maintenance Technician II**

### **Job Description**

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#### **Role:**

Under the direction of the Preventative Maintenance Supervisor, the person in this position will investigate sanitary sewer back-ups and overflows. Using the proper equipment, perform sanitary sewer inspections and work to clear obstructions found in the sanitary sewer system

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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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- Operate camera equipment to visually inspect sewer lines for structural defects by directing the movement of the unit through the sewer system and adjusting the camera to diagnose problems.
  - Service, adjust, and make repairs to camera, equipment, and attachments.
  - Operate equipment to flush or saw obstructions from the sanitary sewer system.
  - Clean and check equipment after each use, perform routine inspection service, adjust, and make repairs to equipment, and attachments.
  - Assist with the monitoring of Root Treatment processes in utility lines.
  - Introduce smoke into sewer system to identify sources of groundwater infiltration.
  - Perform inspections on manholes and manhole lids to prevent unwanted rain or groundwater from entering the sewer.
  - Investigate, assist, and respond to customers with concerns.
  - Locate and exercise valves and hydrants to make them accessible and ensure operability.
  - Represent the Authority professionally in meetings with existing and potential customers and their representatives.
  - Maintain crew vehicle.
  - Perform other tasks and duties as assigned by the Preventative Maintenance Supervisor.
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#### **Minimum Qualifications:**

- Graduate from High School or equivalent diploma.
- Ability to work safely and obey all safety rules.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- At least 2 years of experience in water and sewer or construction preferred.



- A valid Virginia driver's license and a Class A CDL with Air within 6 months of hire and comply with the Authority's Vehicle and Equipment policy.
- Must obtain a NASSCO PACP, MACP, and LACP certification within the first 12 months of hire.
- Must be proficient in the use of Computers including Microsoft Office®.
- Must be organized, detailed, and self-motivated.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to maintain logs and prepare reports.
- Other skills and knowledge that demonstrate the ability to do the job.
- Must have all skills and certifications required for this position as described within the Maintenance Progression Policy.
- Must be able to pass a drug test and background screening.

**Additional Information:**

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

**Working Conditions:**

The information listed below is 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.

- Employee rarely sits and may walk or stand for long 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	Frequent
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

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**Employment Eligibility/Work Authorization Requirements:**

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**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.

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Print Name

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Date Signed

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Signature



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

## Preventative Maintenance Technician III

### Job Description

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#### Role:

Under the direction of the Preventative Maintenance Supervisor, the person in this position will investigate sanitary sewer back-ups and overflows. Using the proper equipment, perform sanitary sewer inspections and work to clear obstructions found in the sanitary sewer system.

#### Essential Functions

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*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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- Operate camera equipment to visually inspect sewer lines for structural defects by directing the movement of the unit through the sewer system and adjusting the camera to diagnose problems.
- Service, adjust, and make repairs to camera, equipment, and attachments.
- Operate equipment to flush or saw obstructions from the utility system.
- Clean and check equipment after each use, perform routine inspection service, adjust, and make repairs to equipment, and attachments.
- Assist with the monitoring of Root Treatment processes in utility lines.
- Introduce smoke into sewer system to identify sources of groundwater infiltration.
- Investigate, assist, and respond to customers with concerns.
- Locate and exercise valves and hydrants to make them accessible and ensure operability.
- Represent the Authority professionally in meetings with existing and potential customers and their representatives.
- Maintain crew vehicle.
- Perform other tasks and duties as assigned by the Preventative Maintenance Supervisor.

#### Minimum Qualifications:

- Graduate from High School or equivalent diploma.
- Ability to work safely and obey all safety rules.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- At least 3 years of experience in water and sewer or construction preferred.
- A valid Virginia driver's license and a Class A CDL with Air within 6 months of hire and comply with the Authority's Vehicle and Equipment policy.

- Must obtain a NASSCO PACP, MACP, and LACP certification within the first 12 months of hire.
- Must be proficient in the use of Computers including Microsoft Office®.
- Must be organized, detailed, and self-motivated.
- Be able to maintain logs and prepare reports.
- Other skills and knowledge that demonstrate the ability to do the job.
- Must have all skills and certifications required for this position as described within the Maintenance Progression Policy.
- Must be able to pass a drug test and background screening.

**Additional Information:**

- May assist responsible supervisor in training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. May be responsible for crew operation in supervisor’s absence. Responsible for safety of project, work, site, and personnel.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

**Working Conditions:**

The information listed below is 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.

- Employee rarely sits and may walk or stand for long 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	Frequent
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