



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 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. 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!

## **Water Operator Trainee**

### **Job Description**

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#### **Role:**

Under the general supervision of the Water Operations Manager, the Operator will perform responsible, skilled duties related to the efficient and proper operation of the water 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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- Perform operations at multiple facilities, including conventional surface water treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
  - Read, interpret and record information from meters, gauges, and other instrumentation.
  - Perform and log laboratory equipment calibrations.
  - Collect and analyze various water samples necessary for compliance and process evaluation.
  - Perform routine preventative maintenance or repair of equipment and document work conducted using software provided.
  - Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
  - Adjust chemical dosages, flow rates, and other controls to meet treatment goals if authorized by the responsible operator in charge.
  - Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
  - Keep all buildings and grounds clean and neat in appearance. This includes cleaning staff areas such as the kitchen and bathrooms and trash disposal.
  - Flush water lines as scheduled and record all pertinent information in tracking software.
  - Operate forklifts, tractors, and mowers.
  - Operate a service elevator.
  - Investigate and assist customers with water quality concerns.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED
- A valid Virginia Driver's license
- Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
- Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
- Be able to maintain operation and data 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.

## Additional Information:

- This position has no supervisory responsibilities.
- Required to complete Sacramento Volume 1 within six months from the job description signature date.
- Required to obtain Waterworks Operator License Class IV within twelve months from the job description signature date.
- The position typically requires working 8 - 12 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 are required. Being called in to work on emergencies and other repairs is also a responsibility for this position. The position is considered essential personnel.

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## Working Conditions

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*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.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Occasionally
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

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

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### 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.

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### Condition of Employment:

This position serves at the will of the Executive Director.

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

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

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

\_\_\_\_\_  
Signature

## **Water Operator IV**

### **Job Description**

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#### **Role:**

Under the general supervision of the Water Operations Manager, the Operator will perform responsible, skilled duties related to the efficient and proper operation of the water 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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- Perform operations at multiple facilities, including conventional surface water treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
  - Read, interpret and record information from meters, gauges, and other instrumentation.
  - Perform and log laboratory equipment calibrations.
  - Collect and analyze various water samples necessary for compliance and process evaluation.
  - Perform routine preventative maintenance or repair of equipment and document work conducted using software provided.
  - Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
  - Adjust chemical dosages, flow rates, and other controls as necessary to meet treatment goals if authorized by the responsible operator in charge.
  - Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
  - Keep all buildings and grounds clean and neat in appearance. This includes cleaning staff areas such as the kitchen and bathrooms and trash disposal.
  - Flush water lines as scheduled and record all pertinent information in tracking software.
  - Operate forklifts, tractors, and mowers.
  - Operate a service elevator.
  - Investigate and assist customers with water quality concerns.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by the Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED and possess a water operator class 4 license in the state of Virginia.
- A valid Virginia Driver's license
- Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
- Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
- Be able to maintain operation and data 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.

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## Additional Information:

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Operator Trainees.
- Required to complete Sacramento Volume Two within six months from the job description signature date.
- Required to obtain Waterworks Operations License Class III within twelve months from the job description signature date.
- The position typically requires working 8 - 12 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 are required. Being called in to work on emergencies and other repairs is also a responsibility for this position. The 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.*

- 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.

Physical Exertion (Pounds)	
Up to 10	Frequent

Up to 25	Frequent
Up to 50	Frequent
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
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.

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

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

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

\_\_\_\_\_  
Signature

## Water Operator III

### Job Description

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#### Role:

Under the general supervision of the Water Operations Manager, the Operator will perform responsible, skilled duties related to the efficient and proper operation of the water 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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- Perform operations at multiple facilities, including conventional surface water treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
  - Read, interpret and record information from meters, gauges, and other instrumentation.
  - Perform and log laboratory equipment calibrations.
  - Collect and analyze various water samples necessary for compliance and process evaluation.
  - Perform routine preventative maintenance or repair of equipment and document work conducted using software provided.
  - Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
  - Adjust chemical dosages, flow rates, and other controls as necessary to meet treatment goals if authorized by the responsible operator in charge.
  - Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
  - Keep all buildings and grounds clean and neat in appearance. This includes cleaning staff areas such as the kitchen and bathrooms and trash disposal.
  - Flush water lines as scheduled and record all pertinent information in tracking software.
  - Operate forklifts, tractors, and mowers.
  - Operate a service elevator.
  - Investigate and assist customers with water quality concerns.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by the Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED and possess a water operator class 3 license in the state of Virginia.
- A valid Virginia Driver's license
- Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
- Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
- Be able to maintain operation and data 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.

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## Additional Information:

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Class IV Operators and Operator Trainees.
- Require the ability to obtain Waterworks Operators License Class II within 12 months from the job description signature date.
- The position typically requires working 8 - 12 hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. This position is subject to being on-call during off-hours as may be needed for emergency purposes. The 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.*

- 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.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

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

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### 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.

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### Condition of Employment:

This position serves at the will of the Executive Director.

The 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: Water  
Operations  
Pay Band: # 4  
FLSA Status: Non-Exempt

## Water Operator II

### Job Description

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#### Role:

Under the general supervision of the Water Operations Manager, the Operator will perform responsible, skilled duties related to the efficient and proper operation of the water 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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- Perform operations at multiple facilities, including conventional surface water treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
  - Read, interpret and record information from meters, gauges, and other instrumentation.
  - Perform and log laboratory equipment calibrations.
  - Collect and analyze various water samples necessary for compliance and process evaluation.
  - Perform routine preventative maintenance or repair of equipment and document work conducted using software provided.
  - Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
  - Adjust chemical dosages, flow rates, and other controls as necessary to meet treatment goals.
  - Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
  - Keep all buildings and grounds clean and neat in appearance. This includes cleaning staff areas such as the kitchen and bathrooms and trash disposal.
  - Flush water lines as scheduled and record all pertinent information in tracking software.
  - Operate forklifts, tractors, and mowers.
  - Operate a service elevator.
  - Investigate and assist customers with water quality concerns.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by the Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED and possess a water operator class 2 license in the state of Virginia
- A valid Virginia Driver's license
- Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
- Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
- Be able to maintain operation and data 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.

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## Additional Information:

- The supervisory responsibility of this position is limited to training, inspecting, and assisting with the work of Class III, Class IV Operators, and Operator Trainees.
- The position typically requires working 8 - 12 hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. This position is subject to being on-call during off-hours as may be needed for emergency purposes. The position is considered essential personnel.

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## Working Conditions

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*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.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

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

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### 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.

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### Condition of Employment:

This position serves at the will of the Executive Director.

The 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: Water  
Operations  
Pay Band: # 5  
FLSA Status: Non-Exempt

## Water Operator I

### Job Description

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#### Role:

Under the general supervision of the Water Operations Manager, the Operator will perform responsible, skilled duties related to the efficient and proper operation of the water 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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- Perform operations at multiple facilities, including conventional surface water treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
  - Read, interpret, and record information from meters, gauges, and other instrumentation.
  - Perform and log laboratory equipment calibrations.
  - Collect and analyze various water samples necessary for compliance and process evaluation.
  - Perform routine preventative maintenance or repair of equipment and document work conducted using software provided.
  - Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
  - Adjust chemical dosages, flow rates, and other controls as necessary to meet treatment goals.
  - Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
  - Keep all buildings and grounds clean and neat in appearance. This includes cleaning staff areas such as the kitchen and bathrooms and trash disposal.
  - Flush water lines as scheduled and record all pertinent information in tracking software.
  - Operate forklifts, tractors, and mowers.
  - Operate a service elevator.
  - Investigate and assist customers with water quality concerns.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by the Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED and possess a water operator class 1 license in the state of Virginia.
  - A valid Virginia Driver's license
  - Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
  - Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
  - Be able to maintain operation and data 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.
- 

## 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 Operators and Operator Trainees.
  - The position typically requires working 8 - 12 hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. This position is subject to being on-call during off-hours as may be needed for emergency purposes. The 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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- Sensory requirements include standard vision requirements, ability to express ideas, and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
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:

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

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

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

\_\_\_\_\_  
Signature