



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 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, Tech I, or II, 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 Tech II) the person fulfills.

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

## **Construction Technician Trainee Job Description**

---

### **Role:**

Performs work observing and evaluating water and sewer construction operations for compliance with standards and specifications, conducting testing on water and sewer lines, completing required reports, reviewing construction plans, and any work as apparent or assigned. This position reports to the Construction Supervisor.

---

### **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.*

---

- Under general supervision, oversees the construction and administers the testing of water and sewer project operations to ensure adherence to standards, specifications, and approved construction plans and submittals; prepares daily project summaries of work performed.
  - Maintains a set of drawings reflecting any and all changes made during construction of the project; works with contractors on field changes as needed.
  - Flushes and samples water mains to ensure water quality adheres to appropriate health standards.
  - Verifies that the alignment, elevations, slopes and depths of water/sewer facilities installed matches that of the approved plans.
  - Assists with erosion and sediment control evaluations on Authority projects.
  - Assists with facility inspections to verify locations and conditions for new services and transfer requests.
  - Perform other duties as assigned by the Construction Supervisor.
- 

### **Minimum Qualifications**

- High School or GED with course work in mathematics.
- Experience in water and sewer line construction evaluation preferred.
- Obtain Erosion and Sediment Control Inspector certification within one year of hire.
- OSHA Confined Space and Trench Safety training within six months of hire.
- OSHA 10-Hour Construction certification within six months of hire.
- VDOT Basic Work Zone training within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.
- Working knowledge of water/sewer construction observation techniques, methods and procedures; and of construction terms and symbols.
- Demonstrated ability to interpret contracts, special provisions, plans and specifications.
- Demonstrated ability to record construction data; interpret and prepare reports.
- Obtain and maintain a working knowledge of Authority master specifications.

- Knowledge of survey leveling practices and procedures and operation of survey equipment preferred.
- Must possess strong human relations and communications skills so as to be able to effectively communicate orally and written with all parties involved in a project
- Proficient in the use of Microsoft Office®
- Proficient in advanced reading and mathematical skills.
- Proficient in multitasking and managing time.
- Must possess strong attention to detail, organization, and recollection skills.

### Additional Information

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.
- This position requires occasional oversight of construction projects on nights or weekends.

### 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 walks or stands most of the time but may sit for some periods of time.
- This classification involves occasional 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 detailed information through oral communication and/or to make fine distinctions in sound.

| Physical Exertion (Pounds) |            |
|----------------------------|------------|
| Up to 10                   | Frequent   |
| Up to 25                   | Frequent   |
| Up to 50                   | Occasional |
| Up to 100                  | None       |
| 100 or more                | None       |

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

---

**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

## **Construction Technician I Job Description**

---

### **Role:**

Performs work observing and evaluating water and sewer construction operations for compliance with standards and specifications, conducting testing on water and sewer lines, completing required reports, reviewing construction plans, and any work as apparent or assigned. This position reports to the Construction Supervisor.

---

### **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.*

---

- Oversees the construction and administers the testing of water and sewer project operations to ensure adherence to standards, specifications, and approved construction plans and submittals with minimal supervision; prepares daily project summaries of work performed.
  - Maintains a set of drawings reflecting any and all changes made during construction of the project; works with contractors on field changes as needed.
  - Flushes and samples water mains to ensure water quality adheres to appropriate health standards.
  - Verifies that the alignment, elevations, slopes and depths of water/sewer facilities installed matches that of the approved plans.
  - Assists with gathering data for project planning, modeling and system analyses, and researching information related to the water and sewer infrastructure.
  - Makes decisions on the approval of construction methods and makes recommendations to contractors on problem resolution.
  - Assists with the review of material submittals, site plans, design plans, and as-built documents to ensure accuracy and adherence to Authority standards, specifications, design preferences, and constructability.
  - Performs erosion and sediment control evaluations on Authority projects and makes recommendations.
  - Performs facility inspections as assigned to verify locations and conditions for new services and transfer requests.
  - Perform other duties as assigned by the Construction Supervisor.
- 

### **Minimum Qualifications**

- Associate's or Technical degree and one year of experience in water and sewer construction evaluation, or a combination of equivalent education and experience.
- Obtain Erosion and Sediment Control Inspector certification within 6 months of hire.
- OSHA Confined Space and Trench Safety training within six months of hire.
- OSHA 10-Hour Construction certification within 6 months of hire.

- VDOT Basic Work Zone training within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.
- Working knowledge of water/sewer construction observation techniques, methods and procedures; and of construction terms and symbols.
- Demonstrated ability to interpret contracts, special provisions, plans and specifications.
- Demonstrated ability to record construction data; interpret and prepare reports.
- Obtain and maintain a working knowledge of Authority master specifications.
- Knowledge of survey leveling practices and procedures and operation of survey equipment preferred.
- Must possess strong human relations and communications skills so as to be able to effectively communicate orally and written with all parties involved in a project
- Proficient in the use of Microsoft Office®
- Proficient in advanced reading and mathematical skills.
- Proficient in multitasking and managing time.
- Must possess strong attention to detail, organization, and recollection skills.

### Additional Information

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.
- This position requires occasional oversight of construction projects on nights or weekends.

### 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 walks or stands most of the time but may sit for some periods of time.
- This classification involves occasional 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 detailed information through oral communication and/or to make fine distinctions in sound.

| Physical Exertion (Pounds) |            |
|----------------------------|------------|
| Up to 10                   | Frequent   |
| Up to 25                   | Frequent   |
| Up to 50                   | Occasional |
| Up to 100                  | None       |
| 100 or more                | None       |

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

**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

## **Construction Technician II**

### **Job Description**

---

#### **Role:**

Performs work observing and evaluating water and sewer construction operations for compliance with standards and specifications, conducting testing on water and sewer lines, completing required reports, reviewing construction plans, and any work as apparent or assigned. This position reports to the Construction Supervisor.

---

#### **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.*

---

- Oversees the construction and administers the testing of water and sewer project operations to ensure adherence to standards, specifications, and approved construction plans and submittals; prepares daily project summaries of work performed.
  - Maintains a set of drawings reflecting any and all changes made during construction of the project; works with contractors on field changes as needed.
  - Flushes and samples water mains to ensure water quality adheres to appropriate health standards.
  - Verifies that the alignment, elevations, slopes and depths of water/sewer facilities installed matches that of the approved plans.
  - Reviews pay requests for validity and accuracy.
  - Assists with gathering data for project planning, modeling and system analyses, and researching information related to the water and sewer infrastructure.
  - Makes decisions on the approval of construction methods and makes recommendations to contractors on problem resolution.
  - Performs review of material drawings, site plans, design plans, and as-built documents to ensure accuracy and adherence to Authority standards, specifications, design preferences, and constructability.
  - Assists with the project acceptance process for designated projects.
  - Performs erosion and sediment control evaluations on Authority projects and makes recommendations.
  - Performs facility inspections as assigned to verify locations and conditions for new services and transfer requests.
  - Perform other duties as assigned by the Construction Supervisor.
- 

#### **Minimum Qualifications**

- Associate's or Technical degree and three years of experience in water and sewer construction evaluation, or a combination of equivalent education and experience. Erosion and Sediment Control Inspector certification upon hire.
- OSHA Confined Space and Trench Safety training upon hire.

- OSHA 30-Hour Construction certification upon hire.
- VDOT Basic Work Zone training upon hire.
- Valid driver's license in the Commonwealth of Virginia.
- Working knowledge of water/sewer construction observation techniques, methods and procedures; and of construction terms and symbols.
- Demonstrated ability to interpret contracts, special provisions, plans and specifications.
- Demonstrated ability to record construction data; interpret and prepare reports.
- Obtain and maintain a working knowledge of Authority master specifications.
- **Working** knowledge of survey practices and procedures and operation of survey equipment.
- Must possess strong human relations and communications skills so as to be able to effectively communicate orally and written with all parties involved in a project
- Proficient in the use of Microsoft Office®
- Proficient in advanced reading and mathematical skills.
- Proficient in multitasking and managing time.
- Must possess strong attention to detail, organization, and recollection skills.

### Additional Information

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.
- This position requires occasional oversight of construction projects on nights or weekends.

### 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 walks or stands most of the time but may sit for some periods of time.
- This classification involves occasional 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 detailed information through oral communication and/or to make fine distinctions in sound.

| Physical Exertion (Pounds) |            |
|----------------------------|------------|
| Up to 10                   | Frequent   |
| Up to 25                   | Frequent   |
| Up to 50                   | Occasional |
| Up to 100                  | None       |
| 100 or more                | None       |

| Environmental Exposures           |            |
|-----------------------------------|------------|
| Work near moving mechanical parts | Frequent   |
| Work in high, precarious places   | Occasional |

|                            |          |
|----------------------------|----------|
| Toxic or caustic chemicals | None     |
| Outdoor weather conditions | Frequent |
| Extreme Cold, non-weather  | None     |
| Extreme Heat, non-weather  | None     |
| Noise Level                | Loud     |

---

**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