





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

## Facilities Maintenance Trainee Job Description

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### Role:

Under the direction of the Facilities Maintenance Supervisor, the person in this position is to perform assigned duties related to the efficient and proper operation of the water, wastewater, and support facilities of the Bedford Regional Water 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 routine service and troubleshooting of pumps, electrical motors, controls, and electrical instrumentation at pump stations, booster pump stations, well houses, wastewater treatment plants, and water treatment plants, as required and needed with supervision and direction from the Facilities Maintenance Supervisor.
  - Perform routine maintenance, repairs, and installs of electrical panels, starters, lights, heaters, blowers, receptacles, breakers, ballasts, switches, and other electrical devices, with supervision and direction from the Facilities Maintenance Supervisor.
  - Inspect equipment for proper safety and ensure that all necessary equipment is provided for the day's assignment
  - Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, carpentry, and pavement work as necessary.
  - Maintain records and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Maintain assigned crew vehicle.
  - Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
  - Perform other tasks and duties as assigned by the Facilities 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.
- Ability to comply with the Authority's Vehicle and Equipment policy.

- Basic knowledge of welding, electrical repairs, PLCs, masonry, plumbing, carpentry, pump overhaul and repair, as well as industrial drive components is required.
- Be able to pass a criminal background check and drug test.

**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 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.*

- 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	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.

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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](#)

## Facilities Maintenance Technician I Job Description

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### Role:

Under the direction of the Facilities Maintenance Supervisor, the person in this position is to perform assigned duties related to the efficient and proper maintenance of the water, wastewater, and support facilities of the Bedford Regional Water 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 routine service and troubleshooting of pumps, electrical motors, controls, and electrical instrumentation at pumping stations, booster pump stations, well houses, wastewater treatment plants, and water treatment plants, as required and needed with little to no supervision.
  - Perform routine maintenance, repairs, and installs of electrical panels, starters, lights, heaters, blowers, receptacles, breakers, ballasts, switches, and other electrical devices.
  - Inspect equipment for proper safety and ensure that all necessary equipment is provided for the day's assignment
  - Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, and carpentry work as necessary.
  - .Maintain records and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Maintain assigned crew vehicle.
  - Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
  - Perform other tasks and duties as assigned by the Facilities 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 ability to comply with the Authority's Vehicle and Equipment policy.

- Basic knowledge of welding, electrical repairs, PLCs, masonry, plumbing, carpentry, pump overhaul and repair, as well as industrial drive components is required.
- Must have all skills and certifications required for this position as described within the Maintenance Progression Policy.
- Be able to pass a criminal background check and drug test.

**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 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.*

- 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	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

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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.

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: # 5](#)  
[FLSA Status: Non-Exempt](#)

## Facilities Maintenance Technician II

### Job Description

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#### Role:

Under the direction of the Facilities Maintenance Supervisor, the person in this position is to perform assigned duties related to the efficient and proper operation of the water, wastewater, and support facilities of the Bedford Regional Water 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 routine service and troubleshooting of pumps, electrical motors, controls, and electrical instrumentation at pumping stations, well houses, booster pump stations, wastewater treatment plants, and water treatment plants, as required and needed without supervision.
  - Perform routine maintenance, repairs, and installs of electrical panels, starters, lights, heaters, blowers, receptacles, breakers, ballasts, switches, and other electrical devices.
  - Inspect equipment for proper safety and ensure that all necessary equipment is provided for the day's assignment
  - Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, carpentry, and pavement work as necessary.
  - Maintain records and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Maintain assigned crew vehicle.
  - Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
  - Perform other tasks and duties as assigned by the Facilities 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.
- Basic knowledge of welding, electrical repairs, PLCs, masonry, plumbing, carpentry, pump overhaul and repair, as well as industrial drive components is required.

- 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 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.*

- 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	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.

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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

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

\_\_\_\_\_  
Signature



**Job Description**  
Department: Maintenance  
[Pay Band: # 6](#)  
[FLSA Status: Non-Exempt](#)

## Facilities Maintenance Technician III

### Job Description

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#### Role:

Under the direction of the Facilities Maintenance Supervisor, the person in this position is to perform assigned duties related to the efficient and proper operation of the water, wastewater, and support facilities of the Bedford Regional Water 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 routine service and troubleshooting of pumps, electrical motors, controls, and electrical instrumentation at pumping stations, booster pump stations, well houses, wastewater treatment plants, and water treatment plants, as required and needed without supervision.
  - Perform routine maintenance, repairs, and installs of electrical panels, starters, lights, heaters, blowers, receptacles, breakers, ballasts, switches, and other electrical devices.
  - Inspect equipment for proper safety and ensure that all necessary equipment is provided for the day's assignment
  - Operate equipment, clean and check equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Train and instruct other crew members in operation of equipment and proper work techniques.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, carpentry, and pavement work as necessary.
  - Maintain records and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
  - Keep all buildings and grounds clean and neat in appearance.
  - Maintain assigned crew vehicle.
  - Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
  - Perform other tasks and duties as assigned by the Facilities 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 3 years of experience in water and sewer or construction preferred.

- Basic knowledge of welding, electrical repairs, PLCs, masonry, plumbing, carpentry, pump overhaul and repair, as well as industrial drive components is required.
- 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 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.*

- 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	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
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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.

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

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

\_\_\_\_\_  
Signature