



Thank you for your interest in pursuing a career with Bedford Water! We are looking for qualified candidates to fit our culture and fulfill our mission “To provide high quality water and wastewater services to the community.”

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 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-Tech III) the person fulfills.

We are excited to review your accomplishments and thank you again for your interest in Bedford Water!

**Job Description**

Department: Maintenance

Band Pay: # 1

FLSA Status: Non-Exempt

CIP Trainee Job Description

Role:

Under the direction of the CIP Supervisor, the person in this position is to perform assigned duties related to the construction or replacement of water and/or sewer infrastructure that is operated and maintained by the Bedford Regional Water Authority ("Bedford Water").

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.

Perform installation and replacement of water and/or sewer infrastructure, including, but not limited to, main lines, service laterals, and valves

- Perform masonry, plumbing, and pavement work as necessary.
 - Perform excavation, grading, and landscaping.
 - Investigate and assist customers with concerns.
 - Maintain records and necessary paperwork for new installations and other tasks performed.
 - Operate equipment, clean and check equipment after each use, and perform routine inspection and preventative maintenance on equipment.
 - Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the CIP 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.
- 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 Bedford Water's Vehicle and Equipment policy.
- Must obtain and maintain a Basic Work Zone Traffic Control Certification.
- Basic knowledge of masonry, plumbing, and maintenance is required.
- Must be able to pass a drug test and background screening.

Additional Information:

- This position has no supervisory responsibility.
- This position operates within the established organizational framework of Bedford Water and is responsible for adhering to departmental reporting structures, supervisory direction, and established lines of authority.
- 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.

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	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate



Job Description

Department: Maintenance

[Pay Band:](#) # 2

[FLSA Status:](#) Non-Exempt

CIP Technician I Job Description

Role:

Under the direction of the CIP Supervisor, the person in this position is to perform assigned duties related to the construction or replacement of water and/or sewer infrastructure that is operated and maintained by the Bedford Regional Water Authority ("Bedford Water").

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.

Perform installation and replacement of water and/or sewer infrastructure, to include, but not limited to, main lines, service laterals, and valves.

- Perform masonry, plumbing, and pavement work as necessary.
 - Perform excavation, grading, and landscaping.
 - Investigate and assist customers with concerns.
 - Maintain records and necessary paperwork for new installations and other tasks performed.
 - Operate equipment, clean and check equipment after each use, and perform routine inspection and preventative maintenance on equipment.
 - Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the CIP 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 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 Bedford Water's Vehicle and Equipment policy.
 - Must obtain and maintain a Basic Work Zone Traffic Control Certification.
 - Basic knowledge of masonry, plumbing, and maintenance 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.
- This position operates within the established organizational framework of Bedford Water and is responsible for adhering to departmental reporting structures, supervisory direction, and established lines of authority.
- 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.

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	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Job Description**

Department: Maintenance

[Pay Band](#): # 3

[FLSA Status](#): Non-Exempt

CIP Technician II

Job Description

Role:

Under the direction of the CIP Supervisor, the person in this position is to perform assigned duties related to the construction or replacement of water and/or sewer infrastructure operated and maintained the Bedford Regional Water Authority ("Bedford Water").

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.

Perform installation or replacement of water and sewer infrastructure, to include, but not limited to, main lines, service laterals, and valves,

- Perform masonry, plumbing, and pavement work as necessary.
 - Perform excavation, grading, and landscaping.
 - Investigate and assist customers with concerns.
 - Maintain records and necessary paperwork for new installations and other tasks performed.
 - Operate equipment, clean and check equipment after each use, and perform routine inspection and preventative maintenance on equipment.
 - Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the CIP 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 2 years 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 Bedford Water's Vehicle and Equipment policy.
 - Must obtain and maintain a Basic Work Zone Traffic Control Certification.
 - Basic knowledge of masonry, plumbing, and maintenance 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.
- This position operates within the established organizational framework of Bedford Water and is responsible for adhering to departmental reporting structures, supervisory direction, and established lines of authority.
- 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 on-call duty during off-hours, as 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.

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	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Job Description**

Department: Maintenance

[Pay Band](#): # 4

[FLSA Status](#): Non-Exempt

CIP Technician III

Job Description

Role:

Under the direction of the CIP Supervisor, the person in this position is to perform assigned duties related to the construction or replacement of water and/or sewer infrastructure that is operated and maintained by the Bedford Regional Water Authority ("Bedford Water").

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.

Perform the installation and/or replacement of water and sewer infrastructure, to include, but not limited to, main lines, service laterals, and valves.

- Perform masonry, plumbing, and pavement work as necessary.
 - Perform excavation, grading, and landscaping.
 - Investigate and assist customers with concerns.
 - Maintain records and necessary paperwork for new installations and other tasks performed.
 - Operate equipment, clean and check equipment after each use, and perform routine inspection and preventative maintenance on equipment.
 - Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the CIP 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 and comply with the Bedford Water's Vehicle and Equipment policy.
 - Must obtain and maintain an Intermediate Work Zone Traffic Control Certification.
 - Basic knowledge of masonry, plumbing, and maintenance 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.
- This position operates within the established organizational framework of Bedford Water and is responsible for adhering to departmental reporting structures, supervisory direction, and established lines of authority.
- 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 on-call duty during off-hours, as 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.

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	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

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

Condition of Employment:

This position serves at the will of the Executive Director.

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

Print Name

Date Signed

Signature