



Indiana Rural Community Assistance Program (INRCAP) a program of the Indiana Community Action Association Inc. and the Rural Community Assistance Partnership Inc.

POSITION ANNOUNCEMENT

Job Title: Water/Wastewater Operator

Location: Indiana (Indiana residents only)

Type: Full Time

Salary Range: \$60,000 - \$65,000

Position Overview: Provide technical assistance to water and/or wastewater systems to support process improvement, regulatory compliance, and system optimization. Assist operators and local government officials with operational, management, financial, and capacity development needs, while supporting program development, funding opportunities, and regulatory requirements.

The Indiana Rural Community Assistance Program (INRCAP) is a member of the nationwide RCAP Inc. network of non-profit organizations, helping rural communities and their water & wastewater systems achieve and maintain compliance with the Safe Drinking Water Act and the Clean Water Act. Through a combination of training and technical assistance, RCAP Technical Assistance Providers help utility operators and other decision-makers to improve the managerial, financial, and technical capabilities of small utilities. RCAP TAPs also assist communities in need of new infrastructure facilities through the project development process and securing affordable financing. The Indiana Community Action Association has administered the Indiana RCAP program since 1981.

KEY RESPONSIBILITIES:

- This position provides water and wastewater operations support to utilities throughout Indiana.
- Provide compliance-based technical assistance to operators, board members, and managers of small community water & wastewater systems.
- Conduct on-site visits with community officials, operators, staff, and stakeholders; conduct utility capacity assessments to identify the scope and cause of technical, managerial and financial issues; develop strategies for targeted assistance.
- Develop and deliver capacity-building training events and webinars for operators, boards, and managers.
- Provide training and project development support to communities in need of infrastructure.
- Document activities and provide regular reports on project progress.
- Stay abreast of the latest in water regulations, funding, treatment processes/technologies, as well as managerial/ financial best practices for utility management.
- Coordinate assistance with government agencies and other service delivery organizations.
- Project deliverables may include rate studies, water testing events, environmental reviews, public hearings, income surveys, GIS mapping, operations consultations, board training, policies & procedures, risk & resiliency assessments, bookkeeper training, facility assessments, compliance plans, asset management plans, loan & grant applications, water loss audits, budgets, energy use audits, & more.

PRINCIPAL ACCOUNTABILITIES:

- Provide Technical Assistance - Deliver direct on-site and remote technical assistance and service to clients. Technical assistance may include any or all areas of technical, managerial and financial guidance; training, and assistance to include project planning and management.
- Conduct Assessments - Complete a TMF (technical, managerial, and financial) assessment to determine the real needs of the community/utility. Collaborate with communities to develop a scope of work to include tasks, time, and resources; determine eligibility for services; follow up to ensure the scope of work is completed.
- Training - Plan, prepare, deliver, and report technical, managerial, or financial training at various conferences, institutes, workshops, and clinics or for individual communities.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes skillfully; develops alternative solutions; works well in group problem solving situations.
- Public Speaking and Writing - Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

ADDITIONAL REQUIREMENTS:

- In-State travel with occasional overnight stays.
- Out-of-town travel for conferences and trainings.
- Must have possession of a valid US driver's license and have proof of auto insurance.
- Must always have dependable transportation available. Travel is a critical part of this position.
- Must have access to reliable high-speed internet from home office.
- Minimal lifting (computer/laptop, projector, files, office supplies, etc. not to exceed fifty-five pounds).
- Must be able to travel by auto and air for various meetings (travel time could be up to 8 hours in a day).

EDUCATION and CERTIFICATION REQUIREMENTS:

- Drinking Water and/or Wastewater Operations certification/licensing as a water and/or wastewater operator in the state of Indiana
- Bachelor's Degree preferred, but not required. (Qualifying experience is equally important to education preferences).
- Degree and/or experience, in an area of study related to environmental resources, planning, finance/accounting, business management, or water and wastewater operations.
- Any combination of applicable experience in environmental policy management, water, and/or wastewater facilities development or planning.
- Advanced personal computer skills are critical to success. Must be familiar with Microsoft Office, Outlook, Word, Excel, and Adobe Pro.
- Financial and Managerial certifications, training, or experience are helpful.
- An active Indiana Drinking Water or Wastewater Operator License may count toward the education prerequisite, depending on work experience and other skills.

EXPERIENCE REQUIREMENTS:

Minimum of three (3) years of experience in one or more of the following areas:

- Drinking Water and/or Wastewater Operations certification/licensing as a water and/or wastewater operator in the state of Indiana
- Community Development
- Infrastructure Development
- Project Management
- Municipal or Utility Finance
- Environmental Public Health or Regulatory
- Environmental Science/ Watershed Management
- Geographic Information Systems (GIS)

The successful candidate will be initiative-taking, ethical, organized, independent, an effective oral & written communicator, professional and able to prioritize tasks between concurrent projects and deadlines.

WORKING CONDITIONS:

The position involves daily office work as well as monthly site visits to provide technical assistance and training for an average of fifteen concurrent projects. Site visits may be facility inspections, meetings, and/or training, and may occur during the day or evening. Overnight in-state travel is rare.

To promote a work-life balance and to accommodate for travel, Indiana RCAP staff work a flexible schedule, including a 36-hour workweek and ability to work primarily from home offices.

The INRCAP team consists of 4-6 TAPs, who attend up to two mandatory, out-of-state RCAP training conferences annually.

BENEFITS:

Competitive benefits package includes:

- Medical and Vision Insurance
- Dental Insurance
- Life Insurance
- Disability
- SEP Plan
- Vacation/Personal Days- (Full-time Employees)
- Paid Holidays
- Mileage and Cell Phone Reimbursement
- Flexible Schedules
- Remote/Hybrid Work
- 36 Hour Work Week

SALARY:

Salary will be commensurate with experience.

TO APPLY:

Send resume, along with a writing sample and two references to, Indiana RCAP State Director Eleisha Shelton, at inrcapdirector@incap.org. Please direct question to the same.

EQUAL EMPLOYMENT OPPORTUNITY

The Indiana RCAP, a program of the Indiana Community Action Association and a member of the RCAP Inc. network of not-for-profit technical assistance providers, is committed to providing equal employment and service opportunities to all qualified individuals, employees and applicants for employment without regard to race, color, religion, sex, national origin, age, qualified individuals with disabilities, military or veteran status, citizenship status, gender, gender identity, sexual orientation or any other category protected under federal, state or local law.