

## **IRWA Wastewater Tech Position Duties & Benefits**

(As of September 2025)

### **BASIC FUNCTION:**

#### **Wastewater Technician**

The purpose of the Wastewater Program is to protect the nation's multi-billion-dollar investment in rural and small municipal wastewater systems by providing on-site technical assistance that assures cost-effective operations and adequate income for both operations and debt service within each state.

#### **IRWA Specific for WW Tech #2:**

- Covers the southern half of the State
- Works from Home
- Required to come to the Association office in Taylorville, at least the first working day of the month for Staff Meeting – May come other times for equipment, etc.
- Required to attend annual IRWA's Annual Conference and Northern Conference each year; as well as NRWA's annual In-Service Training Conference and WaterPro Conference each year, and or other meetings as designated by administration

### **OVERALL SPECIFIC RESPONSIBILITIES (but not limited to):**

1. Travels extensively throughout the state/jurisdiction to offer on-site technical assistance/consulting.
2. Provides assistance in all areas of operations, maintenance, management, security, finances, loan application, health, and environmental issues.
3. Provides the type of assistance that offers "training" rather than "fixing".
4. Prioritizes requests to ensure coverage of water systems with serious health or economic problems first. Priority will also be given to persons or groups who do not have access to proper wastewater treatment.
5. Attends NRWA In-Service training programs and annual technical conference to meet the individual needs of the position and to provide them with skills to transfer their knowledge to the system personnel and the governing body.
6. Reviews new technical standards set and proposed by public and private organizations.
7. Develops informational articles for dissemination.
8. Responds to inquiries from facilities, consumers, governmental agencies, and others regarding technical matters.
9. On-site assistance must geographically represent the assigned region in the state during the program period.

10. Assistance should be provided to rural, unincorporated small municipal systems, and incorporated municipal systems under 10,000 population.
11. Visits the State Rural Development office at least quarterly and District offices as set out in the Annual Plan of work.
12. Accurately completes and submits the required reporting in the required timely fashion.

#### **EMPLOYMENT REQUIREMENTS:**

1. Multi-year employment required (5 years of experience preferred) in working for, operating, maintaining, or managing a rural/community wastewater system; and, at minimum, presently have an active Class IV IEPA Wastewater Operator Certification
2. A well-rounded technical knowledge of rural and small system needs and methods of meeting those needs.
3. Technical knowledge of operating, maintaining, and managing a rural/community wastewater system.
4. Knowledge of the financial, managerial and operation characteristics of effectively run utility systems.
5. Ability to communicate effectively, orally and in writing, with operations specialists, decision makers, regulatory agencies and other professionals.
6. Ability to identify and describe financial, managerial, and operational issues to field personnel and decision makers.
7. Knowledge and understanding of regulations, monitoring, and reporting requirements.
8. Willingness to travel extensively.
9. Written approval of the NRWA Administrator/Program Manager prior to employment.

## **Benefits** (As of September 2025)

1. Competitive Salary
2. Health Insurance (Blue Cross/Blue Shield of Illinois) & Other Insurance
  - a. Employee pays only \$100/month for insurance
  - b. Association pays 2/3 dependent coverage
  - c. IRWA utilizes an HRA (Envision Healthcare) to pay majority of deductible
  - d. Dental (Delta Dental)
  - e. Vision (VSP)
  - f. Long Term Disability (employee pays into)
3. 401K
  - a. Association automatically pays in 7% based on salary (not of your salary)
  - b. Employee can opt to put in additional
4. Vacation – Negotiable
5. 11 paid holidays
  - a. New Year's Day
  - b. President's Day
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Veteran's Day
  - g. Thanksgiving & Friday after (2)
  - h. Christmas Eve & Christmas Day (2)
  - i. Floating Holiday (Birthday or Other)
6. Sick leave
  - a. Earn one day per month
  - b. Accumulate up to 120 days
  - c. Do not get paid for unused sick days upon separation
7. Company Vehicle (Typically new every four years)
8. Company credit card for:
  - a. Gas and Maintenance Expenses of IRWA Vehicle
  - b. Hotel Expense (if needed) for IRWA related trips
  - c. Miscellaneous IRWA Related Expenses
  - d. IRWA Travel Related Trip Expenses (Airfare costs, tolls, etc.)
9. Cell Phone Provided
10. Tablet & Laptop Computer Provided
11. Receives daily per diem, at federal rate, when out overnight, or in excess of 12 hours