

JOB TITLE

Water and/or Wastewater Operator Certification Exam Instructor

JOB SUMMARY / DESCRIPTION

The Alabama Rural Water Association (ARWA) is accepting applications for Water and/or Wastewater Operator Certification Exam Instructors. These are contract positions, in which qualified individuals or entities will engage with the ARWA in order to conduct on-site Water and/or Wastewater Operator Certification Exam Preparatory Courses associated with the ARWA's Apprenticeship Program. The ARWA is looking for qualified instructors with the education and experience to teach water and wastewater courses. The assignments are as needed, may require periodic travel, and some courses may be scheduled after normal business hours.

SALARY

Instructor fees are paid on a per-class basis. Classes are scheduled based on demand. Submit an application to our office for details.

JOB DUTIES

- (1) ARWA Instructors will maintain proper certification through ADEM for the respective course(s) in which he/she may instruct.
- (2) ARWA Instructors will prepare for, plan, and instruct courses utilizing appropriate course outlines, instructional manuals, and/or materials provided by and/or approved by the ARWA.
- (3) ARWA Instructors will be responsible for submitting appropriately completed attendance rosters and course subject forms and any other required documentation to the ARWA as specified in the ARWA Instructor Agreement or as otherwise deemed necessary by the ARWA.
- (4) ARWA Instructors will maintain regular and open communication with the ARWA Training Coordinator to ensure all obligations are understood clearly and met in a timely manner.

JOB SKILLS AND QUALIFICATIONS

Basic Qualifications – An ARWA Instructor will possess the ability to:

- be a highly organized, self-motivated expert in time-management who can operate with little to no supervision.
- prepare classroom materials and demonstrations.
- teach relevant concepts of water and/or wastewater treatment and/or disposal.
- teach federal and state water quality regulations and guidelines.
- understand and teach water and/or wastewater mathematics, including but not limited to water measuring techniques, conversion, and dilution factors, and calculating chemical concentrations.

Preferred Qualifications – The ideal candidate will also possess:

- five years of recent work experience in water and/or wastewater management or a related field.
- previous Experience as a Water and/or Wastewater Operator Exam Instructor.
- the ability to cultivate a hunger for knowledge among students and engage them to learn.
- the ability to encourage curiosity and continued improvement.
- the ability to help set goals for students and work with the class to help them attain these goals.
- the ability to help students one-on-one who need extra assistance.
- the willingness to be active in water and/or wastewater rulemaking and be prepared to speak out on behalf of operators in the industry.
- the willingness to participate in ARWA approved instructor training sessions, ARWA conferences, other relevant ARWA events, and stay up to date with current teaching methods, practices, and any new knowledge in the water and/or wastewater field(s).
- the willingness to actively promote the ARWA, its objectives, and its initiatives in the pursuit of progress in the water and/or wastewater industry as a whole.

APPLICATION INFORMATION:

- Interested applicants should submit a resume, as well as a copy of current ADEM Certification, to arwa@alruralwater.com or mail to:

Alabama Rural Water Association
2576 Bell Road
Montgomery, AL 36117

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the ARWA will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Resumes will remain in our system for 1 year. Each year, part-time pools will be refreshed, and applicants will be notified of the opportunity to re-submit an application.
- Application materials become the property of the ARWA and will not be returned or duplicated.
- The ARWA reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants, but will take into consideration any objection to such activity, given reasonable written objection.
- Upon selection, the Applicant will be expected to sign an Instructor Agreement with the ARWA.

EQUAL OPPORTUNITY STATEMENT

The Alabama Rural Water Association is an Equal Opportunity Employer.