

David Gifford – Manager at RRWD

Duties and responsibilities:

The manager of RRWD is responsible for directing, administering, and coordinating all operational, engineering, maintenance, construction, and financial activities of the District's operation within the scope delegated by the Board. This includes significant field and administrative responsibilities; developing and managing annual budgets; responding to emergency situations at all hours; hiring, training, and managing personnel; establishing and enforcing work standards while creating a harmonious and productive working relationship with immediate staff and other employees; providing regular reports to the Board of Directors; and fostering good public relations.

Rebecca Kitchen- Assistant Manager at RRWD

Duties and responsibilities:

The assistant manager of RRWD **ensures operational excellence by performing managerial tasks, such as scheduling, maintaining inventory, and/or evaluating employee performance.** He or she bridges the gap between management and staff; works with the CPA to pay vendors and do payroll. He/She works directly with staff to make sure all job duties are being performed. Keeps records and reports all issues directly to the manager.

Employee Name: Felicia Howard

Position : Utility Clerk

**CLERK DAILY DUTIES**

1. TAKE CUSTOMER PAYMENTS AND POST DAILY.
2. WORK MAIL AND NIGHT DEPOSITS DAILY.
3. WORK DRIVE THROUGH WINDOW ON A ROTATING SCHEDULE.
4. DO FILING DAILY.
5. GET ADJUSTMENTS PREAPPROVED DAILY BY MANAGER OR ASST. MANAGER.
6. ALL CASH AND DEPOSITS PUT IN SAFE BEFORE LEAVING.
7. LOCK SAFE AND LOCK FILE ROOM DOOR BEFORE LEAVING.
8. TURN COMPUTERS OFF BEFORE LEAVING.
9. CHECK EACH OTHERS DAILY CASH DRAWER REPORTS.
10. ALL CASH DRAWER REPORTS MUST BE APPROVED DAILY BY MANAGER OR ASST. MANAGER.
11. AND ANY OTHER DUTIES ASSIGNED.

Employee Name: Carolyn Bailey

Position : Utility Clerk

**CLERK DAILY DUTIES**

1. TAKE CUSTOMER PAYMENTS AND POST DAILY.
2. WORK MAIL AND NIGHT DEPOSITS DAILY.
3. WORK DRIVE THROUGH WINDOW ON A ROTATING SCHEDULE.
4. DO FILING DAILY.
5. GET ADJUSTMENTS PREAPPROVED DAILY BY MANAGER OR ASST. MANAGER.
6. ALL CASH AND DEPOSITS PUT IN SAFE BEFORE LEAVING.
7. LOCK SAFE AND LOCK FILE ROOM DOOR BEFORE LEAVING.
8. TURN COMPUTERS OFF BEFORE LEAVING.
9. CHECK EACH OTHERS DAILY CASH DRAWER REPORTS.
10. ALL CASH DRAWER REPORTS MUST BE APPROVED DAILY BY MANAGER OR ASST. MANAGER.
11. AND ANY OTHER DUTIES ASSIGNED.

---

Name: Dale Holmes

Position: Class 1A Operator

### **GENERAL PURPOSE**

Works under the general supervision of the chief operator or the superintendent for the water plant, or as directed by the Director of Engineering.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains; operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water sludges, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab, instrumentation, and control equipment. Recorders, flow meter and other water quality monitoring equipment not serviced by contract instrumentation

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties as may be assigned.

Name: Lester Bowling

Position: Plant Supervisor

---

### **GENERAL PURPOSE**

Works under the general supervision of the chief operator or the superintendent for the water plant, or as directed by the Director of Engineering.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains; operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water sludges, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab, instrumentation, and control equipment. Recorders, flow meter and other water quality monitoring equipment not serviced by contract instrumentation

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties as may be assigned.

Name: Mark C. Duncan

Position: Class 3A Operator

---

### **GENERAL PURPOSE**

Works under the general supervision of the chief operator or the superintendent for the water plant, or as directed by the Director of Engineering.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains; operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water sludges, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab, instrumentation, and control equipment. Recorders, flow meter and other water quality monitoring equipment not serviced by contract instrumentation

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties as may be assigned.

Name: Eugene Bledsoe

Position: Class 3A Operator

---

### **GENERAL PURPOSE**

Works under the general supervision of the chief operator or the superintendent for the water plant, or as directed by the Director of Engineering.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains; operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water sludges, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab, instrumentation, and control equipment. Recorders, flow meter and other water quality monitoring equipment not serviced by contract instrumentation

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties as may be assigned.

Name: Phillip Sagraves

Position: Class 3A Operator

---

### **GENERAL PURPOSE**

Works under the general supervision of the chief operator or the superintendent for the water plant, or as directed by the Director of Engineering.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains; operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water sludges, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab, instrumentation, and control equipment. Recorders, flow meter and other water quality monitoring equipment not serviced by contract instrumentation

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties as may be assigned.

Employee Name: Allan Mark Kitchen

General Job Description: Field Forman/Equipment Operator

Major Duties and Responsibilities: Runs heavy equipment, such as excavator, to repair leaks and

Performs a variety of construction, maintenance and repair work on water distribution; such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jacks, hammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. Employee will be required to sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs; kneel, stoop, squat, use hands/fingers to feel objects and controls; must be able to drive vehicle in all weather conditions.

Qualifications for the Job (Education):

Must have a high school diploma or general education degree (GED)

Employee Name: Lova Ison

General Job Description: Field ~~Laborer~~ Equipment Operator

Major Duties and Responsibilities: Runs heavy equipment, such as excavator, to repair leaks and

Performs a variety of construction, maintenance and repair work on water distribution; such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jackhammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. Employee will be required to sit and/stand for extended periods of time; walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs; kneel, stoop, squat, use hands /fingers to feel objects and controls, must be able to drive vehicle in all weather conditions.

Qualifications for the Job (Education):

Must have a high school diploma or general education degree (GED)

Employee Name: Brian Scrippter

General Job Description: field laborer

Major Duties and Responsibilities:

Performs a variety of construction, maintenance and repair work on water distribution; such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jackhammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. Employee will be required to sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs; kneel, stoop, squat, use hands/fingers to feel objects and controls; must be able to drive vehicle in all weather conditions.

Qualifications for the Job (Education):

Must have a high school diploma or general education degree (GED)

Employee Name: Austin Jenkins

General Job Description: field laborer

Major Duties and Responsibilities:

Performs a variety of construction, maintenance and repair work on water distribution; such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jackhammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. Employee will be required to sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs; kneel, stoop, squat, use hands / fingers to feel objects and controls, must be able to drive vehicle in all weather conditions.

Qualifications for the Job (Education):

Must have a high school diploma or general education degree (GED)

**Employee Name:** Ethan Wilburn

**General Job Description:** field laborer/Equipment Operator

**Major Duties and Responsibilities:** Runs heavy equipment, such as excavator, to repair leaks and

Performs a variety of construction, maintenance and repair work on water distribution; such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jackhammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. employee will be required to sit and/stand for extended periods of time ;walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs;kneel, stoop, squat, use hands /fingers to feel objects and controls , must be able to drive vehicle in all weather conditions.

**Qualifications for the Job (Education):**

**Must have a high school diploma or general education degree (GED)**

Employee Name: Glen Hardy

General Job Description: Class II D -Distribution Operator

**Major Duties and Responsibilities:**

Performs a variety of construction, maintenance and repair work on water distribution, such as installation, repair, cleaning and flushing of water lines. Operates tools, compressors, jackhammers, tampers and similar equipment required to perform assigned task. Must be able to perform strenuous manual labor, often under adverse weather conditions. Must be able to read system diagrams, instructions, work orders, manuals, reports and messages. Employee will be required to sit and stand for extended periods of time, walk, climb and negotiate uneven terrain; lift, push, pull and carry up to 75lbs; kneel, stoop, squat, use hands/fingers to feel objects and controls; must be able to drive vehicle in all weather conditions.

**Qualifications for the Job (Education):**

Must have a high school diploma or general education degree (GED)