

IRWA Circuit Rider Position Duties & Benefits

BASIC FUNCTION:

The purpose of the Circuit Rider Program is to protect the nation's multi-billion-dollar investment in rural and small municipal water 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 Circuit Rider # 2:

- Covers the southern one-third of the State
- Works from and out of 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:

1. Travels extensively throughout designated work area to offer on-site technical assistance (T/A)
2. Provides T/A (Technical Assistance/Consulting) 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 water treatment.
5. Attends National Rural Water Association annual 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 technical assistance must geographically equally represent the CR work area during each program operating year.
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 water system.
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 water 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. IRWA will acquire approval of the NRWA Administrator/Program Manager prior to employment.
10. Circuit Rider (and all Federally Funded Field Staff) **CANNOT** do contractual operator services "on the side" while working for Illinois Rural Water Association

Benefits (As of January 2026)

1. Competitive Salary
2. Health Insurance (Blue Cross/Blue Shield of Illinois)
 - a. Employee pays \$100/month
 - b. \$6,900 Ind./\$13,800 Fam. deductible per year (but, only \$1,000 per staff person/year after IRWA HRA)
 - c. Association pays 2/3 dependent coverage
 - d. Dental (Delta Dental)
 - e. Vision (VSP)
 - f. Long Term Disability & Life Ins. (2x Salary @ Death) (Paid for by employee)
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 (Typically 5 Days after 6 months; 10 Days 1 thru 4 years, 15 Days 5 thru 15 years; 20 Days after 15 years)
5. 11 paid holidays
 - a. New Year's Day
 - b. President's Day
 - c. Memorial Day
 - d. Fourth of July
 - e. Labor Day
 - f. Veteran's Day
 - g. Thanksgiving and Day After
 - h. Christmas Eve and Christmas Day
 - i. Floating Holiday (Birthday or Other)
6. Sick leave
 - a. One day per month
 - b. Accumulate up to 120 days
 - c. Do not get paid for unused sick days upon separation
7. Company Vehicle (New every four years...typically)
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 (if wanted)
10. Tablet & Laptop Computer
11. Receives daily per diem, at federal rate, when out overnight, or in excess of 12 hours
12. Yearly Christmas Bonus (Based on Years Worked)