

## **EPA Training Specialist (Water / Wastewater)**

To apply, please email your resume and a brief note about your interest in the position to: [Alliance@inh2o.org](mailto:Alliance@inh2o.org)

We're actively seeking the right candidate for our full-time opening! Come join our purpose-driven, friendly & award-winning association! You'll get to support utilities & positively impact communities and residents throughout the state of Indiana!

### **Why Work for the Alliance of Indiana Rural Water?**

#### **Make a Real Impact:**

Your work supports the essential mission of providing safe, reliable water and wastewater services to communities across Indiana—especially those in rural areas who rely on us the most. Join a team that advocates, educates, and empowers utilities and professionals throughout the state. Every task contributes to a bigger purpose.

#### **Supportive, Tight-Knit Team:**

We're a small but mighty crew that genuinely cares about each other. You're not a number here—you're part of a collaborative team where your ideas are heard and valued.

#### **Flexible Scheduling:**

We understand the importance of work-life balance, and we offer flexibility when it comes to working hours.

#### **Nationally Recognized Organization:**

The Alliance was recently named State Association of the Year by the National Rural Water Association. Be part of an award-winning organization making waves at the state and national level.

### **About the Position**

The Alliance of Indiana Rural Water is a non-profit 501(c) 6 corporation that has been a state affiliate of the National Rural Water Association (NRWA) since 1982. The Alliance is a training and technical assistance trade association with over 1,000 members, including utilities and

Associate Members throughout the state of Indiana. The Alliance currently has a staff of 18 working with rural and midsized communities across the state. **We are currently accepting applications for an EPA Training Specialist.**

The role of the **EPA Training Specialist** is to provide training and technical assistance to utilities that serve low-income, disadvantaged, rural, community public utilities serving less than 10,000 population assisting them to achieve and maintain compliance with the Safe Drinking Water Act and the Clean Water Act. The specialist will work to identify the priority of regulatory compliance training and technical, managerial, and financial capacity development for small systems in the greatest need of assistance. Assistance is provided in the form of on-site visits, formal on-site training, and virtual training.

Candidate must have the ability to work with a team and independently, possess strong communication skills, as well as computer proficiency, including use of PowerPoint, a clean driving record, and the ability to pass a background check.

### **Roles and Responsibilities (not all inclusive):**

- Following program procedures provided by our national association (NRWA), the specialist will work to meet the required hours of technical and training assistance specified within the annual procedures
- Develop training material to meet the needs of utility operators and managers in Indiana
- Prioritize requests to ensure coverage of systems with serious health or economic problems first. Priority will also be given to facilities or groups who have difficulty meeting or maintaining compliance or do not have proper treatment
- Research, prioritize, and follow up on current requirements specified by state agencies regarding compliance, funding, and assistance programs
- Collaborate with office administration and staff regarding training schedule and materials for state approval of CEUs
- On-site assistance and training must geographically represent the state during the program period providing technical and training assistance statewide
- Accurately complete and submit the required reporting documentation
- Must attend NRWA In-Service and WaterPro Conferences, as well as all in-state association events

### **Job Requirements**

#### **Education, Skills & Abilities:**

- 5 years in a management role of a water or wastewater utility
- Dual Operator (Water/Wastewater) Certification Required

- IN Driver's License (Required)
- Minimum of a High School Diploma or GED
- Ability to create training materials through proficiency in Microsoft Office Products
- Strong interpersonal skills and the ability to build relationships with utilities, operators/owners, and state agencies.

**Schedule:** Full-time, Monday to Friday

**Work Location/Travel Requirements:**

- Employee will be provided with a company vehicle
- Travel to onsite trainings, events, staff meetings, and to fulfill EPA grant duties throughout the state of Indiana
- Work from home on days not traveling
- Travel within Indiana for Alliance events is required (5-6 times per year)
- Travel for out-of-state conferences with NRWA (2 times per year)

**Employee Benefits Snapshot:**

- **Medical, Dental & Vision Insurance**  
Employer covers 100% of employee premiums and 67% of eligible dependent premiums. Multiple plans available, including HSA and FSA options, with a \$100/month employer HSA contribution
- **Life & AD&D Insurance**  
Basic coverage provided by employer; optional voluntary life and AD&D plans available at group rates
- **Mental Health & Wellness**  
Access to mental health resources, counseling services, and employee assistance programs to support emotional well-being
- **401(k) Retirement Plan**  
Employer match up to 10%, with a +2% match for every 1% contributed, encouraging strong retirement savings
- **Generous Paid Time Off**  
Includes 13 paid holidays, vacation in your first year, plus sick and personal days
- **Flexible Work Environment & Travel Opportunities**  
Flexible and supportive work environment with opportunities for travel, professional development, and community engagement

**Salary Range:** \$54,400 – \$81,600

*Alliance of Indiana Rural Water is an equal opportunity employer.*

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"Nobody has the staff that the Alliance has - the staff involvement, the staff personalities, the staff willingness to dig in and help - whether it's a water problem, a wastewater problem, or putting together a booth. It's the staff that makes the Alliance."

- Bob Jordan, Covalen

