

# Job Descriptions

Employment opportunities at the District are available in three primary areas:

**Water Production and Distribution** - Pumping water from groundwater wells and delivering it to homes, schools and businesses by maintaining the current distribution system and installing new services.

**Wastewater Collection and Treatment** - Operating the wastewater treatment plant and maintaining the sewer collection system.

**Administration** - A variety of departments that provide the functions necessary for the smooth operation of District business: Accounting, Engineering, Finance, Fleet and Maintenance Services, Government Affairs, Human Resources, Information Technology, Project Coordination, Public Outreach, General Manager’s Office.

Following are job descriptions for each of our positions.

Accountant	Director of Operations	Lead Field Service Representative
Accounting Manager	Engineering Manager	Lead Field Operations Technician
Accounting Technician	Engineering Technician I/II	Lead Fleet and Facilities Maintenance Worker
Administrative Assistant I/II	Executive Assistant	Lead Wastewater Treatment Plant Operator
Assistant General Manager	Field Operations Superintendent	Office Specialist I/II
Associate Engineer	Field Operations Technician I/II	Programs and Public Affairs Specialist
Business Analyst	Field Service Representative I/II	Purchasing and Warehouse Specialist

Chief Plant Operator	Field Service Representative/ Backflow Specialist	Regulatory Compliance and Safety Officer
Collections System Operator I/II	General Manager	Senior Customer Service Representative
Contract Analyst	GIS Specialist	Wastewater Treatment Plant Operator I/II
Customer Service Manager	Human Resources Manager	Water Production Supervisor
Customer Service Representative I/II	Innovation and Technology Manager	Water Production Operator I/II
Director of Finance	Lead Collections System Operator	