



NOTICE OF JOB OPENING

Facilities Operator I (Internal and External)

Opening Date: 11/15/2023

Closing Date: 11/22/2023

Classification: Grade 7, Non-Exempt (\$24.98 per hour- entry)

Summary of Job Duties and Responsibilities operates water facilities and the distribution system; monitors for regulatory compliance; maintains records and logs; performs minor mechanical work and is subject to facility and work schedule variations and shift work. In addition, performs other duties as deemed necessary.

Knowledge, Skills, and Abilities:

- Knowledge of and use of basic computer applications.
- Knowledge of Algebra.
- Knowledge of and use of basic CAW business computer applications, including Microsoft Office Suite® software (Outlook, Word, Excel, PowerPoint®, and Internet Browser).
- Ability to learn and use safety procedures, programs, and laws; and to be able to identify health and safety risks.
- Ability to learn and use general mechanical and electrical principles, including pumps, motors, generators, and other related equipment.
- Ability to learn proper sampling techniques and handling protocol, including chain-of-custody.
- Ability to learn and perform standard operational laboratory tests and analyses and interpreting results.
- Ability to communicate effectively, both written and verbal.
- Ability to learn to read and interpret graphs and charts.
- Ability to learn principles of basic hydraulics.
- Ability to learn to read and interpret pump controls, gauges, etc., for water supply and take action as needed.
- Ability to use independent judgment and make independent decisions.
- Ability to maintain accurate records and complete reports and exhibit excellent attention to detail.
- Ability to write legibly.
- Ability to use essential hand tools.
- Ability to work alone at the facility as needed.
- Ability to coordinate work with and through others.
- Ability to operate a menu-driven computer.
- Ability to maintain a positive, professional attitude and deal with complaints/angry individuals/the public tactfully.
- Must pass the State of Arkansas Grade III Water Treatment License or equivalent water certification in accordance with the specified time requirements in the Special Requirements section of this Job Description.
- Ability to use a respirator and pass respirator fitness and other physical requirements such as climbing stairs, using ladders, operating manual valves, and uneven terrain.
- Ability to move 50 pounds safely.
- Able to work outside in all types of weather.
- Ability to interpret and explain policies and procedures to customers.
- Ability to read and interpret distribution system maps.

Minimum Qualifications

High school diploma or GED

Preferred Qualifications

- Associates Degree, Bachelor's Degree, and college-level coursework in Environmental or Physical Science, Chemistry, Physics, Engineering, Environmental Engineering, Biology, Microbiology, Environmental Health, or related field.
- Work experience in water or wastewater treatment and conveyance is also desirable, especially with the following:
- Knowledge of vertical turbine (centrifugal) pumps.
- Knowledge of operation of motors, pumps, and electrically driven equipment.
- Knowledge of equipment preventive maintenance procedures.
- College-level coursework in Algebra and Chemistry.

Special Requirements

- Must be 18 years old or older.
- Must have a valid Arkansas Driver's License.
- Must have a good driving record.
- Must take the appropriate ARKANSAS WATER TREATMENT LICENSE within three months of completion of training required by the State Health Department (should generally be accomplished within 15 months of hire). Pass Water Treatment License exam within six months of training.
- Must take the appropriate ARKANSAS WATER DISTRIBUTION LICENSE within three months of completion of training required by the State Health Department (should usually be accomplished within 24 months of hire). Pass Water Distribution License exam within six months of training.
- Must be willing to work overtime when needed.
- Must be available to work rotating shifts, rotating on-call, and respond to call-out nights, weekends, and holidays.
- Must pass pulmonary function test.
- Must be willing to work at multiple CAW facilities located within a 25-mile radius of the Wilson Treatment Plant.
- Must maintain a personal telephone due to call requirement.
- Subject to call.
- Must be a high-performing, innovative, values-driven, informed, and passionate individual.

This is a safety-sensitive position due to utility driving requirements. Position requires discharging duties fraught with risks of injury to others so that even momentary lapse of attention can have disastrous consequences.

Work Conditions

Works outside in all types of weather and may be exposed to extreme heat, rain, snow, sun, etc., approximately 100% of the time. Must perform heavy lifting as an ongoing requirement of the job. Exposed to dirt, mud, water, etc., continuously. May be exposed to insects, snakes, dogs, poison ivy, and other potentially hazardous plants and animals.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

All interested employees of Central Arkansas Water are encouraged to apply and should complete an Internal Application available on the intranet to be considered for this position. All forms, including resume, must be completed, and returned to Human Resources or emailed to Careers@carkw.com to be considered for the position.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices or any other activities based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

www.carkw.com

We support diversity, equity, and inclusion in our workplace.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP

BUSINESS PHONE _____

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION (Peer vs. supervisor)

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1251 * LITTLE ROCK, AR 72202



EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
 - PPO – 96% employee premium paid by Utility
 - HDHP- 100% employee premium paid by Utility
- HSA – Utility funded based on HDHP coverage option
- FSA
 - Medical
 - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.



ADDITIONAL INFORMATION FOR APPLICANTS

GOOD DRIVING RECORD:

You must have and maintain a Good Driving Record for this job. CAW's definition of a good driving record is based on the last three (3) years of driving.

Types of items which may cause an individual **NOT** to have a **good** driving record may include, but are not limited to the following over the **previous three (3) years**:

1. Three (3) or more accidents where you were ticketed.
2. **DWI** (driving while intoxicated or under the influence of drugs or alcohol).
3. Excessive speeding tickets (20 mph over the limit) along with any other tickets or violations.
4. Hit and Run – leaving the scene of an accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We **cannot** hire people who **do not** have a **Good Driving Record** when the job requires a Good Driving Record.

SAFETY SENSITIVE INFORMATION

CAW has a vital interest in providing for the safety and well-being of all employees and the public while maintaining efficiency and productivity in all its operations. In fulfillment of its responsibilities, CAW is committed to maintaining a drug-free and alcohol-free workplace, including but not limited to the use of Illegal Drugs and the misuse or illegal use of Legal Drugs. Several CAW positions are designated as Safety Sensitive. Posting Notices will state, "Safety Sensitive: YES" and the following information will be included within the job description:

This is a safety sensitive position due to utility driving requirements or job responsibilities which include safety-sensitive tasks that require performing duties fraught with risk of injury to others where even a momentary lapse of attention may have grave and disastrous consequences.

Individuals applying for a Safety Sensitive position will be required to pass a pre-employment drug screening and be subject to DOT or NonDOT random screening requirements for drug and alcohol screening during employment.

An internal or external applicant for a Safety-Sensitive Position who is issued a Registry ID Card by the State of Arkansas for use of medical marijuana must disclose such use upon his or her submittal to CAW of an application for the position. An applicant with a Registry ID Card will be disqualified from Safety-Sensitive positions but will be considered eligible to apply for other available positions that are not Safety-Sensitive or may become eligible for Safety Sensitive positions once the applicant is no longer a user of medical marijuana.