



## NOTICE OF JOB OPENING

### Leak Detection Specialist

1 Opening  
(Internal & External)

Opening Date: 9/26/2024

Closing Date: 9/30/2024

Classification: Grade 8, Non-Exempt \$27.89 hourly

**Summary of Job Duties and Responsibilities** The LEAK DETECTION SPECIALIST (LDS) is responsible for leak investigations and inspections with the K-9 assigned as well as handling and care of the K-9 assigned, responds, analyzes and takes necessary action on problem calls; inspects and makes repairs in field; completes various work reports; coordinates location of utility lines and locates valves and pipes using locating devices; locates leaks on pipes using K- g and leak locating devices; notifies customers of work and leaks affecting service; subject to call; may act as temporary relief for other distribution positions as designated; and performs other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of the maintenance and repair of water meters, pipes, mains, fire hydrants and valves.
- Knowledge of equipment, crew composition and size used for repair work.
- Knowledge of operation of laptop computer, iPad and tablet devices.
- Knowledge of general vehicle maintenance to check fluids, belts, etc. and to ensure safe vehicle operation.
- Knowledge of the operations of pipe and leak locating equipment.
- Knowledge of basic hand tools including wrenches, sockets, and pipe cutters.
- Knowledge of leak detection, canine best practices and procedures.
- Skilled in all phases of water distribution repairs.
- Ability to work independently.
- Ability to use independent judgement to analyze problems and determine solutions.
- Ability to orally communicate with customers concerning water service.
- Ability to speak in meetings.
- Ability to complete reports, work orders, as builds and valve records.
- Ability to use basic hand tools including wrenches, sockets and pipe cutters.
- Ability to use pipe locator and leak detection equipment.
- Ability to use related construction safety practices and equipment.
- Ability to accurately locate underground facilities.
- Ability to work from verbal, diagramed, and radioed instructions.
- Ability to read and interpret blueprints, maps and as builds.
- Ability to prioritize and schedule work.
- Ability to instruct and direct work activities.
- Ability to work outdoors in all types of weather.
- Ability to lift a minimum of 80 lbs.
- Ability to be patient and even toned while working with and around K-9.

#### **Minimum Qualifications**

- Three years' experience in water service area including experience in locating utility lines and reading and interpreting maps and installation, maintenance and repair of water mains, service lines, valves, fire hydrants, etc.

#### **Special Requirements**

- Must be 21 years old or older.
- Must pass a criminal background check (all positions if filled by external candidate).
- Must have a valid Arkansas Driver's License.
- Must have and maintain a good driving record (see Good Driving Record definition).
- Must pass pulmonary function test (if position filled by external candidate or current employee in position that doesn't require PFT).
- Must pass a hearing test.
- Must live within a 26-mile radius of I-630 and John Barrow Road to reasonably respond to on-call duty.
- Must maintain a personal telephone due to on-call duty.
- Must possess good interpersonal skills to deal effectively with employees and to communicate on two-way radio.
- Must provide K-9 dog with regular veterinarian check-ups, proper feeding, and housing.
- Must provide continuous training for the K-9, test K-9 performance every 6 months, and maintain proper training records.
- Must maintain this position for at least 2 years before being eligible to apply for another CAW position.
- Must be able to make quick decisions.
- Must maintain good personal health with good agility, strength, stamina and vision to ensure adequate K-9 handling skills.
- Must have a stable personal life and support of significant others and/or family to take responsibility for the well-being of the K-9.
- Must be able to ensure that K-9 is never left unsecured.
- Must be able to ensure that K-9 will not be caged for any extended periods of time (no more than 8 hours).
- Responsible for the Utility's K-9.

- Responsible for the care, feeding, safety, well-being and maintenance of the K-9 on a continual (24/7) basis on and off duty.
- Responsible to house the K-9 inside his/her residence, providing proper training exercises and ensuring the K-9 is provided for during vacation or other absences from the residence. Facilities (living arrangements for Vessel) subject to inspection by CAW Personnel (Distribution Supervisor and/or Distribution Manager).
- Must be a high-performing, innovative, values-driven, informed, and passionate individual.

### **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 ongoing requirement of job.
- Exposed to dirt, mud, water etc., on a continuous basis.
- May be exposed to insects, snakes, dogs, poison ivy and other potentially hazardous plants and animals.

**This is a safety sensitive position due to utility driving requirements, and requirements of K-9 handling. and requiring discharging duties fraught with risks of injury to others so that even a momentary lapse of attention can have disastrous consequences. The position deals with critical elements of maintaining public health and safety and also requires interaction with first responders in emergency situations.**

### **How to Apply**

- o Complete the internal application form attached to this posting.
- o Send your completed application form and optional resume to [careers@carkw.com](mailto:careers@carkw.com).
- o **In the email subject line, please include your full name and the position you are applying for.**

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Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or anyother 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.



# 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	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
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 <small>(Peer vs. supervisor)</small>

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

**EMPLOYMENT REFERENCE CONSENT AND RELEASE**

APPLICANT NAME: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**STOP HERE**

**Instructions to Current/Former Employer**

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director  
Central Arkansas Water  
P. O. Box 1789  
Little Rock, AR 72203                      Fax- 501- 377-7051**

Date and duration of employment: \_\_\_\_\_

Current or last rate of pay and wage history: \_\_\_\_\_

Current or last job description and duties: \_\_\_\_\_

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): \_\_\_\_\_

Attendance history: (Excluding any qualifying leave under FMLA) \_\_\_\_\_

Results of drug and/or alcohol tests administered within the last year: \_\_\_\_\_

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: \_\_\_\_\_

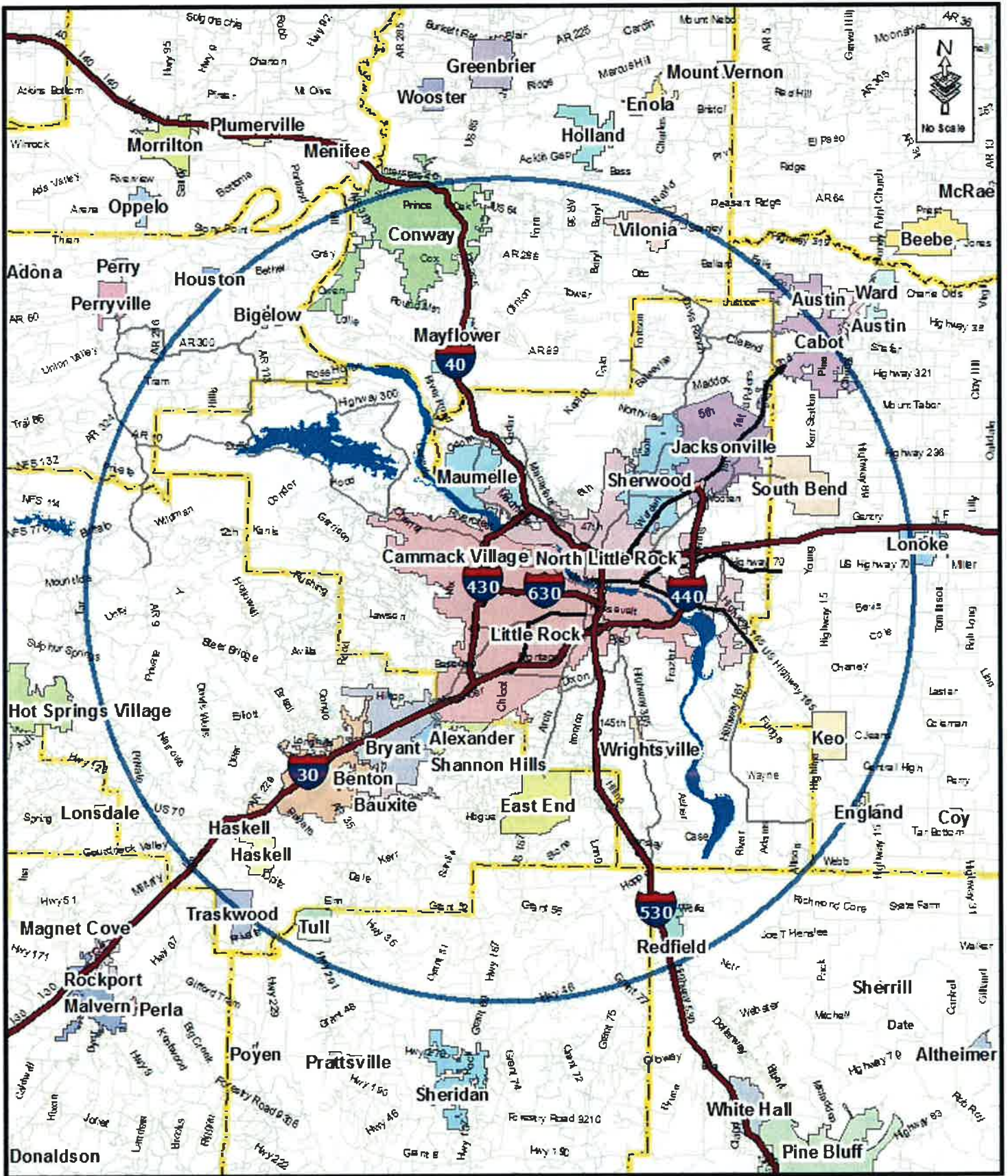
Was his/her separation from employment     voluntary     involuntary?

What was the reason for the applicant's separation from employment?  
\_\_\_\_\_

Is the applicant eligible for rehire?     Yes     No                      Is this a blanket company policy?     Yes     No

Printed Name and Title of Employer Representative Providing Information \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_



## 26 Miles Radius Interstate 630 @ John Barrow Road



## YOU MUST HAVE A “GOOD” DRIVING RECORD FOR THIS JOB

A “**good**” driving record is based on the last three (3) years of driving.

Types of items which may cause not having a “**good**” driving record.

(Remember this is over the last **three (3)** years)

1. Three (3) or more accidents where you were ticketed.
2. **DWI** (driving 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 scene of accident.
5. Ticketed for Reckless, Negligent, or Careless driving along with any other tickets or violations.

We **can not** hire people who **do not** have a “**good**” driving record when the job requires a “**good**” driving record.

## 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.