

**The East Rio Hondo Water Supply Corporation**  
is seeking 1 qualified individual for the following full-time positions:

**CSI & Backflow Coordinator**

Pay Type: Hourly (FLSA Non-Exempt)  
Department: Office Administration  
Reports To: Administrative Services Manager  
Hourly Rate: \$14.00-\$15.50

**Job Summary:**

This is a highly skilled position responsible for coordinating and conducting the administration of all aspects of the East Rio Hondo Water Supply Corporation (ERHWSC) Cross Connection Control Program. The hourly rate will be \$14.00-\$15.50 per hour, which will be determined by qualifications and experience.

**Essential Functions:**

- Understand and enforce ERHWSC's Cross Connection Control Program.
- Understand and apply water conservation efforts including distributing water conservation digital or printed literature to schools within the ERHWSC service area annually.
- Assist Customer Service Agent and Records Agent to receive applications for standard and nonstandard water and wastewater service.
- Understand metes & bounds, legal property descriptions, and locate same in field.
- Write letters to outside agencies, applicants, members, and others as required in a concise, substantive, and grammatically correct manner.
- Provide efficient and courteous customer service in all interactions with members, applicants, and other employees.
- Order office supplies for ERHWSC Main Office personnel as approved by Administrative Services Manager and/or General Manager.
- Attend training courses and engage in independent study of business operations.
- Ensure that all business operations are performed in accordance with state agencies, rules and regulations and performed in accordance with established policies and procedures.
- Communicate issues of ERHWSC Tariff or regulatory enforcement with Administrative Staff and members as necessary and as directed by Administrative Services Manager or General Manager.
- Must adhere to all policies and procedures, good housekeeping and other assigned duties.
- Must be able to understand and follow oral and written instructions.
- Other job duties may be assigned.

**Minimum Qualifications:**

High School Diploma, GED or vocational school certification from an accrediting agency recognized by the United States Department of Education, preferably including some college course work in writing, record-keeping, mathematics, accounting; or a combination of equivalent or higher education and experience. Bilingual (Spanish/English) preferred.

**Computer Skills:**

Knowledge of standard business office programs and business office equipment, such as a copier, calculator, typewriter and personal computer is required. Knowledge of WORD®, EXCEL®, POWERPOINT®, ADOBE ACROBAT®, and web-browser/email programs.

**Licenses & Certifications:**

Notary license is required. A valid Driver's License is required and must be insurable by Corporation's insurance underwriter.

***"This institution is an equal opportunity provider and employer"***

**The East Rio Hondo Water Supply Corporation**  
is seeking 1 qualified individual for the following full-time positions:

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to carry loads of up to 20 lbs. Must be able to withstand prolonged periods of sitting and the repetitive motions required in handling standard office equipment. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 20 lbs. may also be assigned on occasion.

**Benefits:**

Benefits include: health insurance, paid vacation & holidays, retirement plan, and life insurance as per the ERHWSC Employee Handbook.

Interested persons for this position should complete a job application at our main office in Rio Hondo, Texas. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 247-7817 for more information and/or to receive application form.

APPLY TO: ERHWSC Business Office  
206 Industrial Pkwy.  
Rio Hondo, TX 78583  
(956) 247-7817 Fax (956) 748-0408

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EAST RIO HONDO WATER SUPPLY CORPORATION

**JOB TITLE:** CSI & BACKFLOW COORDINATOR  
**DEPARTMENT:** OFFICE ADMINISTRATION  
**REPORTS TO:** ADMINISTRATIVE SERVICES MANAGER  
**FLSA STATUS:** NON-EXEMPT  
**DATE REVISED:** 10/23/2024

**SUMMARY:**

This is a highly skilled position responsible for coordinating and conducting the administration of all aspects of the ERHWSC Cross Connection Control Program.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)**

Understand and enforce ERHWSC's Cross Connection Control Program.

Understand and apply water conservation efforts including distributing water conservation digital or printed literature to schools within the ERHWSC service area annually.

Assist Customer Service Agent and Records Agent to receive applications for standard and nonstandard water and wastewater service.

Understand metes & bounds, legal property descriptions, and locate same in field.

Write letters to outside agencies, applicants, members, and others as required in a concise, substantive, and grammatically correct manner.

Provide efficient and courteous customer service in all interactions with members, applicants, and other employees.

Order office supplies for ERHWSC Main Office personnel as approved by Administrative Services Manager and/or General Manager.

Attend training courses and engage in independent study of business operations.

Ensure that all business operations are performed in accordance with state agencies, rules and regulations and performed in accordance with established policies and procedures.

Communicate issues of ERHWSC Tariff or regulatory enforcement with Administrative Staff and members as necessary and as directed by Administrative Services Manager or General Manager.

Must adhere to all policies and procedures, good housekeeping and other assigned duties.

Must be able to understand and follow oral and written instructions.

Other job duties may be assigned.

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma, GED or vocational school certification from an accrediting agency recognized by the United States Department of Education, preferably including some college course work in writing, record-keeping, mathematics, accounting; or a combination of equivalent or higher education and experience. Bilingual (Spanish/English) preferred.

**COMPUTER SKILLS:**

Knowledge of standard business office programs and business office equipment, such as a copier, calculator, typewriter and personal computer is required. Knowledge of WORD®, EXCEL®, POWERPOINT®, ADOBE ACROBAT®, and web-browser/email programs.

**OTHER QUALIFICATIONS:**

Continuous work on improving own knowledge and skills is required. Experience with Customer Service Inspections and Backflow Prevention is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Notary license is required. A valid Texas Driver's License is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to carry loads of up to 20 lbs. Must be able to withstand prolonged periods of sitting and the repetitive motions required in handling standard office equipment. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 20 lbs may also be assigned on occasion.

**SPECIAL REQUIREMENTS:**

ERHWSC is a Customer Focused Company that is committed to Total Quality Service principles, therefore, the ERHWSC requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.