

Missouri Smallflows Organization Position Description

Technical Assistance (TA) Specialist

Organization	Missouri Smallflows Organization (Sub-awardee under NOWRA USDA TAT Grant)
Funding Source	USDA Rural Development Grant (funded via NOWRA Sub-award)
Term	October 1, 2026 – September 30, 2027
Location	Missouri / In-State Region (Remote with local in-field community travel)
Position Type	Full-time, Salaried or Contract
Reports To	Tammy Trantham, Executive Director, in coordination with NOWRA TA Program Leadership

Job Background

NOWRA's nationwide Technical Assistance and Training (TAT) program, funded by USDA Rural Development, is dedicated to solving critical sanitation and wastewater challenges in rural communities. Using a Hub-and-Spoke model, NOWRA issues sub-awards to 10 State Affiliates. Each participating State Affiliate hires a dedicated, 'boots on the ground' Technical Assistance (TA) Professional to deliver direct technical, managerial, and financial guidance to rural systems across the state.

Job Summary

The Technical Assistance (TA) Specialist is employed by Missouri Smallflows Organization to deliver hands-on technical guidance, system evaluations, and training to small, unsewered, and underserved rural communities within Missouri. As the primary local field practitioner, the TA Specialist works directly with community leaders, system operators, regulators, and engineering partners to diagnose failing decentralized systems, evaluate sustainable treatment alternatives, and establish long-term management structures.

The TA Specialist is responsible for fulfilling local grant performance targets across two primary service tracks:

- Tier 1 (Long-Term Community Projects): Direct, comprehensive technical assistance to a minimum of 4 qualified communities in Missouri.
- Tier 2 (Rapid-Response Technical Assistance): Targeted troubleshooting and rapid assistance to a minimum of 12 additional qualified communities in Missouri.

Key Responsibilities

1. Direct Field Assessments & System Diagnostics (Tier 1)

- **Wastewater Assessment & Troubleshooting:** Conduct community engagement meetings, on-site evaluations, desktop reviews, etc. to pinpoint causes of failing onsite, cluster, or decentralized community wastewater systems.
- **Options & Feasibility Analysis:** Guide small communities in evaluating technical, managerial, and financial alternatives (e.g., individual upgrades, advanced treatment units, or cluster collection systems).
- **Engineering & Scope Development:** Assist community leaders in defining engineering scopes of work, preparing RFQs/RFPs for professional engineering services, and reviewing technical proposals.
- **Funding Assistance:** Help communities navigate state and federal funding programs (USDA Rural Development, CWSRF, CDBG) to secure infrastructure capital.
- **Governance & Management Planning:** Assist local communities in forming Responsible Management Entities (RMEs), sewer districts, or municipal management models, ensuring sustainable operation and maintenance.

Key Responsibilities (Continued)

2. Rapid-Response Technical Support (Tier 2)

- Provide timely, targeted troubleshooting and problem-solving for rural communities experiencing urgent technical, compliance, or operational challenges.

3. Grant Work Tracking & NOWRA Program Calibration

- Maintain accurate activity logs, time tracking, and community progress metrics using NOWRA's standardized reporting templates.
- Participate in mandatory project calibration calls, quarterly progress reviews, and train-the-trainer events organized by NOWRA.

4. Local Stakeholder Engagement & Training

- Deliver local workshops, webinars, and educational sessions for community leaders, system owners, and local decision-makers using NOWRA 'Workshop in a Box' materials.

Qualifications - Education & Experience

Education: Bachelor's degree in Civil Engineering, Environmental Engineering, Soil Science, Environmental Science, Public Health, or a related field preferred. Relevant state technical certifications, professional licenses, or extensive hands-on experience in decentralized wastewater may substitute for a degree.

Required Experience & Skills:

- Minimum 3+ years of direct, practical experience in onsite, decentralized, or cluster wastewater system design, evaluation, operation, or regulatory oversight in Missouri.
- Demonstrated experience working directly with rural municipal officials, small community boards, or utility operators.
- Thorough understanding of Missouri state and local wastewater regulations, environmental health codes, and permitting processes.
- Strong technical writing and verbal communication skills, with the ability to explain technical concepts to elected officials and public audiences.
- Ability to travel within the state for field assessments, site visits, and community meetings.

Preferred Qualifications:

- Active state-specific professional licenses or credentials.
- Familiarity with USDA Rural Development and State Revolving Fund (SRF) grant/loan application processes.

Compensation and Contact Information

Missouri Smallflows Organization offers a competitive salary/contract rate funded through the NOWRA USDA TAT sub-award. Amount will be negotiable with experience: \$75,000 - \$85,000.

To apply for or request more information about this position, please contact:

Tammy Trantham, Executive Director,

Missouri Smallflows Organization

Email: contact@mosmallflows.org

Phone: 417-631-4027

Cover Letter & Resume may be sent to the above email address for application for the position.

Deadline to apply is September 15 or until the position is filled.

Missouri Smallflows Organization is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other legally protected characteristic.