

Astbury Water Technology, Inc.

**WATER UTILITY
OPERATOR/MANAGER
JOB OPENING:
PLYMOUTH, INDIANA
AREA**

June 21, 2018





WATER UTILITY OPERATOR/MANAGER JOB OPENING PLYMOUTH, INDIANA AREA

Background

Founded in 1979, Astbury Water Technology, Inc. (Astbury) is a leading provider of wastewater and water utility operations, maintenance and management services. With four office-laboratory locations and four affiliated water and/or sewer utilities throughout Indiana, we have the resources to support customers with a full range of services. Our organization's success is a direct result of dedicated and hardworking employees, high standards of service and ethics, and a unique offering of services and solutions. Astbury maintains an entrepreneurial business philosophy dedicated to serving the market's needs.

We have an *immediate* job opening for a *hands-on* operator/manager to assist in the operations, maintenance and management of a water treatment and distribution system Astbury operates under contract in the vicinity of Plymouth, Indiana. This particular system, which is well-financed, serves a population of up to 2,240 and will be undergoing a multi-year modernization program.

To apply for this position, you must possess at least Indiana Water Treatment 2 (WT-2) and Distribution System Small (DSS) Licensure, though WT-3 and DSM Licensure (or above) is preferred. Recently lapsed licenses, or equivalent certification from other states will be considered on a case-by-case basis.

Job Description

The overarching goal of this job is to provide safe and aesthetically-pleasing drinking water to customers in a reliable and cost-effective manner. To ensure this goal is met, this position is responsible for directing and performing all operational functions associated with a water utility, except those related to billing and administration. The holder of this job will report to Astbury's Regional Manager and the water utility's governing personnel.

While a successful candidate for this position will need to possess at least some inclination for management, the small size of the utility requires a "hands on" approach and ability to work alongside—and lead—subcontractors and staff without direct supervision. A lot of time will be spent: working alongside the subcontractors and staff you are responsible for managing; directly performing repairs and maintenance in the field; and responding to emergency service calls and customer service matters.

Operational functions include iron filter flushing/maintenance and chemical feed pump maintenance; routine testing, sample collection and regulatory reporting; line flushing and system maintenance; and emergency services such as line breaks. While this position also requires customer complaint resolution and administering a preventative maintenance program, it does not involve managing or performing other administrative functions such as billing, collections, payment of invoices, and financial data organization and/or reporting. Functions such as laboratory analysis, accounting, and excavating and line repairs are subcontracted.



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Specific Duties and Responsibilities

1. **Management of Staff:** ensure that co-workers are cross-trained to provide redundancy; manage co-worker visitation and duties during vacations, sick, or other downtime; and ensure adequate safety training for subcontractors and co-workers.
2. **Supervise and/or Sometimes Perform:** routine water quality testing and sample collection; installation and permitting of water mains and line taps; repair and/or replacement of fire hydrants, blow-offs, valves and valve boxes; flushing of water mains, fire hydrant flow testing, exercise of valves, and service of hydrants to maintain water quality; monitor and maintain wells, pumps, storage tank and water tower; respond to emergencies, including water main breaks and boil water advisories; share 24/7 on-call duties with co-workers; respond to customer complaints, including leaks and low water pressure; and Indiana 811 utility locates.
3. **Reporting and Records:** ensure successful completion of regulatory reports for the Indiana Department of Environmental Management (IDEM), and keep all reports and records organized and readily accessible; compile and report data for annual consumer confidence reports; develop and administer preventative maintenance program; read and update water distribution maps and as-built plans; conduct routine reconciliation of water production versus distribution (not possible before completion of modernization program); monitor daily water use and be alert for unusual changes which could indicate water main breaks, etc.; and operate computer to enter/retrieve data and prepare written and computerized records and reports.
4. **Communication:** maintain frequent communication with Astbury Regional Manager; attend routine meetings between Astbury and water utility governing personnel, and provide written updates as necessary; and keep lines of communication open with regulatory authorities.
5. **Planning:** engage in short and long-term planning to meet future service and regulatory needs; assist with annual budgeting; maintain an adequate inventory of equipment, tools and supplies; schedule periodic painting and maintenance of water tower; and maintain emergency response plans.
6. **Oversee** subcontractors for: excavation, construction and repair services; supplies and materials; and other outside services.
7. **Safety:** ensure compliance with OSHA safety guidelines for the workplace; arrange routine co-worker safety training for confined spaces and trench safety; monitor worksites for proper use of barricades and signage; and maintain all necessary safety equipment in working order.

General Skills & Experience

Candidates must possess at least two (2) years of experience operating WT-2 (or above) water treatment facilities and DSS (or above) water distribution systems and have knowledge of a variety of maintenance and repair-related tasks specific to electrical, mechanical and infrastructure components commonly located within these



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systems. Prior managerial experience relating to these systems, or a desire to develop managerial skills is required.

In addition to experience, candidates must have a high degree of flexibility and reliability. Astbury offers a wide array of services and prefers to keep employees somewhat interchangeable, so we are seeking job candidates who are capable of and interested in learning and performing a range of related tasks and projects. Also, in emergency situations, employees will sometimes need to be on-call nights, weekends and holidays.

Finally, special preference will be given to candidates possessing wastewater experience and/or licensure.

Education & Certifications

At a minimum, a successful candidate must have the following:

- A High School Diploma
- A valid Drivers' License
- An Indianan WT-2 water treatment license (or above)
- An Indiana Class DSS distribution system license (or above)
- Commitment to obtain higher certification if necessary
- Inclination to assume managerial responsibilities
- Strong organizational skills
- Mechanical inclination

Special preference is given to candidates that possess higher levels of education and/or water treatment/distribution licensure; superior written communication skills; confined space certification and knowledge of trenching and shoring safety standards; ability to operate construction equipment; proficiency with hand tools, tap machines, pavement saws, cutting torches and welders; electrical skills or certification; a history of managerial positions or responsibilities; and wastewater experience and/or licensure (or desire to obtain said experience and licensure).

Compensation

Compensation will be commensurate with a candidate's qualifications, experience and suitability. This position offers generous benefits, including paid time-off, health insurance, and retirement plans. Astbury is an Equal Opportunity Employer and is committed to retaining talented and hard-working employees.

Further Information

We wish to fill this position as soon as possible; if you are interested and feel you are well-suited, submit (via mail or email) a résumé and complete the attached employment application.

Astbury Water Technology, Inc.

Subject: Plymouth Water Operator/Manager Job Opening

P.O. Box 2647

Indianapolis, Indiana 46206-2647

kevin@ontaskgroup.com



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PLYMOUTH, INDIANA AREA**

ASTBURY WATER TECHNOLOGY, INC.

www.AstburyWater.com

BUCKTHORNE PUBLIC SERVICE

www.BuckthornePS.com

Headquarters Office/Laboratory:

5940 West Raymond Street
Indianapolis, Indiana 46241
317-328-7153; Fax: 317-290-1670

Northwest Regional Office/Laboratory:

South Haven Sewer Works
305 West 700 North
Valparaiso, Indiana 46385
219-929-5736; Fax: 219-929-1734

Northeast Regional Office/Laboratory

601 West 400 North
Angola, Indiana 46703
260-668-8900; Fax: 260-668-8900

Southern Regional Office/Laboratory

2500 Lincoln Drive, Suite A
Clarksville, Indiana 47129
812-282-8481; Fax: 812-282-8554



Application for Employment

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on Page 2 of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For _____ Today's Date _____

Are you seeking: Full-Time Part-Time Temporary When could you start? _____

Last Name _____ First Name _____ Middle Initial _____

Present Street Address _____ City _____ State _____ Zip _____

Are you 18 years of age or older? Yes No (If you are hired you may be required to provide proof of age.)

Social Security Number _____ Telephone Number _____

If hired, can you furnish proof that you are eligible to work in the U.S.? Yes No

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No

If yes, give details _____

(A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain _____

Do you have a valid driver's license Yes No

Driver's License Number _____ State Where Issued _____ Class _____

Have you ever had your driver's license suspended or revoked in the last three years? Yes No

If yes, give details _____

LIST NAMES AND LOCATIONS OF SCHOOLS

	Number of Years Completed	Diploma Degree Certificate
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High School or GED: _____

College or University: _____

Vocational/Technical: _____

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give nature of work, business name (if any), and supply business references. Please supply dates in month and year.

Name of Employer		Job Title
Address		Dates of Employment: From To
City, State, Zip		Pay: Start \$ Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From To
City, State, Zip		Pay: Start \$ Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From To
City, State, Zip		Pay: Start \$ Final\$
Supervisor	Phone	Reason for Leaving:
Name of Employer		Job Title
Address		Dates of Employment: From To
City, State, Zip		Pay: Start \$ Final\$
Supervisor	Phone	Reason for Leaving:

If you are presently employed, may we contact your employer? Yes No

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain _____

Give three references, not relatives or former employers:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in dismissal if discovered at a later date. I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit and/or consumer reports, driving record and criminal history. I authorize any person, school, current or former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation from all liability or responsibility to me for doing so. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired. I understand that compliance with Company policies, procedures and safety guidelines is a condition of my employment. I understand that I may be required to successfully pass a drug-screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of my employment, if required. I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time with or without cause and with or without notice.

I have read, understand, and by my signature below, consent to these statements.

Signature _____

Date _____