

08/18/2009

To whom it may concern,

I am interested in any employment opportunities in the Water & Wastewater Utility Industry in the areas of Management, Supervision, Operations, or Sales. I have over twenty-five years of experience within the Water/Wastewater Utility Industry. My experience consists of a wide range of responsibilities from operations to supervision. I was recently laid-off from my position as The Water Supervisor for The City of Westfield, Indiana. In that position I was directly responsible for the management and operation of 4 water treatment facilities, and oversight of environmental and permit compliance for each. I was also responsible for the daily management of the associated distribution system including meter reading, customer service, on/off personnel and distribution maintenance. My responsibilities included:

Supervision, work scheduling, purchasing & inventory control, budget/cost control, operation compliance with all State & Federal Rules and Regulations, as well as, development and maintenance of all annual reports and data bases pertaining to the Water Division.

I have over five years of wastewater treatment experience including plant operations, and plant & sewer distribution maintenance supervision positions. I currently hold State of Indiana WT-3 & DSL Potable Water Licenses and State of Indiana Class III Municipal Wastewater and Class C Industrial Wastewater Licenses. I have extensive OSHA Safety Training, including Responsible Person Certification. My experience also includes performance management, staff development & training, construction plan/review, production set-up and layout experience, as well as, quality control and preventive maintenance program development.

I have two college degrees and graduated with honors from both universities that I attended. I have strong interpersonal & communication skills and have experience working within municipal

government. I have excellent customer service abilities and vast experience dealing with the public.

You will find me to be hard working, dedicated, reliable, and confident in my abilities. I am looking for an opportunity to put my education and years of experience to practical use in making a positive impact.

I would greatly appreciate your consideration.

Sincerely,

Robin L. Merchant