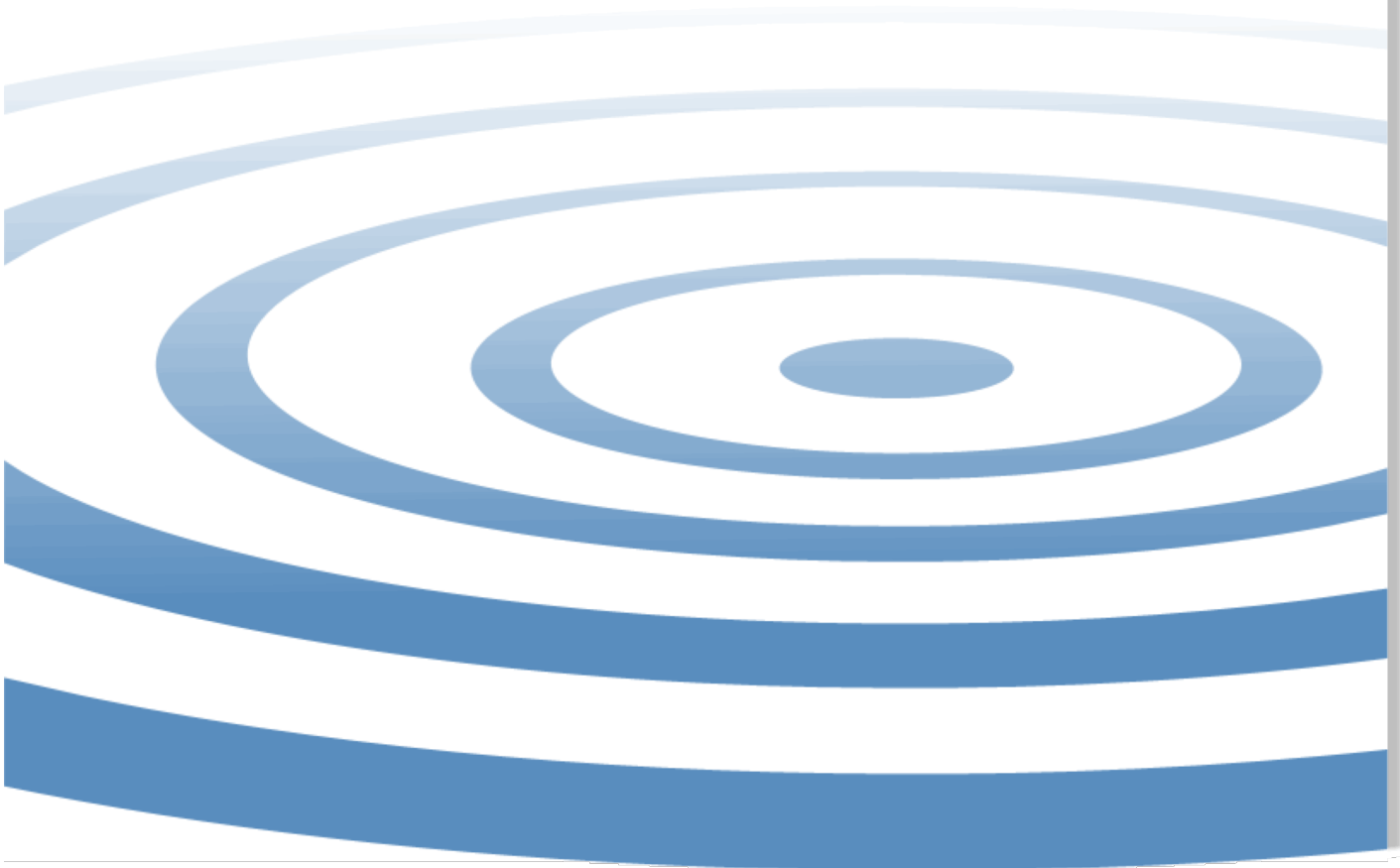


Astbury Water Technology, Inc.

JOB OPENING
Senior Project Manager,
Municipal Services -
Central Indiana

July 23, 2019





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Central Indiana

Background

Founded in 1979, Astbury Water Technology, Inc. (Astbury) is a leading provider of wastewater and water treatment system operations, maintenance and management services throughout Indiana and into surrounding states. With four office-laboratory locations, over seventy employees, and four wholly-owned public water and/or sewer utilities throughout Indiana, we have resources to support clients with a full range of services. Our organization's success is a direct result of our 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.

Job Description

We have an immediate job opening for a Senior Project Manager to certify and oversee the operations and maintenance of private and municipal wastewater treatment systems that Astbury operates under contract in Central Indiana. Responsibilities include directing personnel and subcontractors performing operational functions while also serving as the Operator of Record and client representative. This position, which reports to Astbury's Senior Management, will act as the point of technical authority for operations and maintenance activities, and as a liaison between clients and regulatory authorities.

Required Skills, Experience and Licensure

To apply for this position, you must possess at least an Indiana Wastewater Operator Class III license and be willing to obtain a Class IV license in a reasonable amount of time. Recently lapsed licenses, or equivalent certification from other states, will be considered on a case-by-case basis. Special consideration given to individuals possessing higher classification of Indiana Wastewater licensure, Indiana Drinking Water and/or Industrial licensure.

A successful candidate will possess an inclination for management, leadership qualities, capacity for teamwork, and willingness to be "hands on" when necessary. Smaller systems require active management and the ability to work alongside subordinate staff and subcontractors when necessary, especially during emergencies. Prior managerial experience relating to wastewater treatment systems is required.

Strong written and verbal communication skills are essential to this position. Clients require timely information to approve non-routine projects to maintain quality of service and regulatory compliance; regulatory authorities mandate routine reporting and to be apprised of operational irregularities. Regular communication with Astbury management and coworkers is necessary to allocate human and capital resources, troubleshoot issues, recommend special projects, and provide feedback to meet financial objectives and seize growth opportunities.



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A deep understanding of wastewater treatment and collection system equipment and infrastructure is mandatory, as is experience operating treatment systems and knowledge of maintenance and repair-related tasks specific to electrical, mechanical and infrastructure components commonly located within these systems. Though not required, a mechanical aptitude is valuable, as is a high degree of flexibility.

Specific Duties and Responsibilities

1. Leadership

- Act as the point of technical authority for operation and maintenance activities and troubleshooting;
- Act as liaison between clients and regulatory authorities, clients and their customers;
- Monitor and ensure treatment system regulatory compliance;
- Act as client representative, attend board/council meetings and create routine written reports on activities or issues;
- Recommend special repair, maintenance and/or construction projects when necessary to maintain regulatory compliance, efficiency and/or safety;
- Assist Senior Management with quotation of special repair, maintenance and/or construction projects;
- Work with support staff to develop preventative maintenance (PM) programs; and
- Assist with development and implementation of standard operating procedures (SOP) related to company operation, maintenance, safety and compliance.

2. Personnel Management

- Develop specific goals/objectives for each employee under supervision and conduct annual performance reviews;
- Supervise and evaluate performance of assigned personnel;
- Review potential job candidates, conduct interviews, and make hiring recommendations;
- Ensure staff are cross trained to provide redundancy;
- Manage staff visitation and duties during paid time off (PTO) and other downtime; and
- Ensure adequate continuing education to maintain licensure of assigned personnel.

3. Operations

- Work with supervised staff to ensure routine operations and maintenance tasks are completed and that equipment and infrastructure components function as designed;
- Ensure PM tasks are completed in a timely manner and invoiced as necessary;
- Design and direct processes and procedures related to treatment system function, including route optimization, workflow, sampling protocols, and inspection checklists;
- Ensure all treatment system and operations and maintenance programs comply with applicable laws and best management practices; and
- Ensure adequate emergency response through management of on-call duties.



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4. Administration

- Administer contracts and supervise work performed by outside contractors, review invoices and complete purchase orders;
- Responsible for ensuring work orders and projects are completed on time and on budget;
- Assist Senior Management with client invoicing, differentiate between billable and non-billable activities;
- Ensure assigned personnel organize daily activities to meet service objectives, regulatory requirements, and company goals;
- Engage in short and long-term planning to meet future service and regulatory needs;
- Assist with annual client budgeting;
- Maintain an adequate inventory of equipment, tools and supplies; and
- Maintain emergency response plans.

5. Reporting and Records

- Ensure successful completion of regulatory reports for the Indiana Department of Environmental Management (IDEM), review data for accuracy;
- Maintain organized reports and records and ensure they are readily accessible; and
- Supervise preventative maintenance program data entry, review data for accuracy.

6. Safety

- Ensure compliance with Occupational Safety Hazard Administration (OSHA) safety guidelines for the workplace;
- Coordinate routine safety training and meetings for subcontractors and assigned personnel, maintain related documentation;
- Provide documentation related to any and all safety issues; and
- Monitor worksites for proper use of barricades and signage, maintain necessary safety equipment in working order.

Minimum Position Qualifications

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

- Valid Drivers' license
- Bachelor's degree (Associates degree approved on a case-by-case basis)
- Prior supervisory experience relevant to wastewater treatment
- Indiana Wastewater Operator Class III license and ability to obtain Class IV license within a reasonable timeframe
- Five (5) years of industry experience
- Mathematical and technical capabilities
- Strong organizational skills
- Attention to detail
- Physical requirements include, but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.



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Special consideration given to applicants with:

- Mechanical inclination
- Higher classification of Indiana Wastewater licensure
- Indiana Drinking Water and/or Industrial licensure
- Higher levels of educational attainment

Compensation

Compensation will be commensurate with a candidate's qualifications, experience and suitability. This position offers opportunity for advancement to Astbury's Senior Management Team as well as generous benefits, including performance incentives and rewards, PTO, 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: Job Opening - Senior Project Manager
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Northeast Regional Office/Laboratory

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