

Astbury Water Technology, Inc.

JOB OPENING
Senior Project Manager,
Municipal Services -
Central Indiana

July 23, 2019





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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
5940 West Raymond Street
Indianapolis, Indiana 46241
tastbury@astburygroup.com



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ASTBURY WATER TECHNOLOGY, INC.

www.AstburyWater.com

BUCKTHORNE PUBLIC SERVICE

www.BuckthornePS.com

Headquarters Office/Laboratory:

5940 West Raymond Street
Indianapolis, Indiana 46241

Northwest Regional Office/Laboratory:

South Haven Sewer Works
305 West 700 North
Valparaiso, Indiana 46385

Northeast Regional Office/Laboratory

601 West 400 North
Angola, Indiana 46703

Southern Regional Office/Laboratory

2500 Lincoln Drive, Suite A
Clarksville, Indiana 47129



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 _____