

## **Job Description**

### **Manager Westfield Operations**

**We have an exciting opportunity for a Manager Westfield Operations to join our team!**

The Manager of Westfield Operations works directly with the Director of Westfield Utilities and other stakeholders such as Environmental Stewardship, Customer Field Operations, CP&E etc. The incumbent is responsible for leading and executing day to day operations for providing safe and efficient operation and oversight of wastewater treatment facilities, wholesale contracts and all water treatment facilities and interconnections to the Westfield system as well as distribution and collection system operations and maintenance. In addition, the Manager of Westfield Operations shall be responsible for working with and providing guidance and direction to personal on the needed capital improvements to ensure growth and provide safe and reliable services.

#### **Citizens Energy Group offers a competitive salary and benefits including:**

- Health, Dental & Vision
- Defined Benefit Pension Plan
- 401(k) Retirement Plan with company match
- Short Term Incentive Pay (STIP) Plan
- Health Savings Account (HSA) with company contribution
- Wellness Program
- Adoption and tuition assistance
- Employee Credit Union
- PTO and Paid Holidays

If you are looking for a new opportunity, we invite you to apply and talk about the possibilities of starting a rewarding new chapter of your career!

**Minimum Salary:** \$102,800 (Grade 12)

#### **Responsibilities**

- Daily oversight and direction of water and wastewater plant operations. Works with water and wastewater Supervisor and operators to resolve issues, set schedules, and ensure a safe work environment and meeting NPDES requirements.
- Daily oversight and direction of water distribution and collection systems, including lift stations, backflow program, etc. Works with Supervisor and operators to resolve issues, set schedules, and ensure a safe work environment and meeting Water Quality Standards.
- Assist with capital planning, plan review and capital project construction.

- Assist with establishing, as well as providing, monitoring and appropriate KPI`s processes/procedures and policies.
- Prepare and manage annual operations budgets for both the water and wastewater businesses as well as invoice tracking/paying etc.
- Participate or lead cross functional teams related to overall enterprise-wide objectives and other duties as assigned.

### **Qualifications**

- Requires expanded knowledge of the principles associated with water and wastewater treatment plants and sanitary collection and water distribution systems obtained through 10 years of experience or comparable education equivalent.
- B.S. Degree (preferably with emphasis in Civil/Environmental, Industrial or Mechanical/Chemical Engineering) or relevant experience.
- At least 5 to 10 years of supervisory and/or management experience with the ability to work with confidential information, use discretion and best judgment.
- Practical understanding of various codes and requirements: e.g. National Electrical Code, OSHA, EPA air, waste, and water rules, etc.
- Knowledgeable in all aspects of plant safety and environmental regulatory requirements.
- Knowledge of applicable OSHA safety requirements in related areas of confined space entry, Personal Protective Equipment (PPE), CPR and First Aid.
- Must demonstrate a working ability to use a computer or computer device for record keeping. Proficiency in Outlook, Word and Excel, Lab testing programs.
- Experience in budgeting and utility plant performance, and tracking.
- Requires excellent reading, math, written and verbal communication skills with the ability to carry out verbal and written instructions and the ability to read drawings and maps and interpret documents such as safety, operating, maintenance and procedure manuals.
- Must communicate and work well with both internal and external customers, management and the general public; and establish effective working relationships with all employees and customers.
- High school diploma or general education degree (GED). Must have and maintain a valid Indiana driver's license. Available for on-call 24-7 at times.
- Must communicate and work well with both internal and external customers, management and the general public; and establish effective working relationships with all employees and customers.

### **Preferred Skills/Qualifications**

- Experience in continuous improvement and/or training in Lean or Six Sigma practices.
- Experience and skill using Oracle EBS.
- Water and/or Wastewater Licenses WT-3, DSL, Class III, IV, etc.

**Job Posting Deadline:** Open Until Filled

**Citizens is a drug-free, Equal Opportunity Employer. All qualified applicants will receive**

**consideration for employment without regard to race, age, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.**

**How to Apply:** <https://careers-citizensenergygroup.icims.com/jobs/search?ss=1&hashed=-625941523>