



## Envirolink, Inc.

### JOB POSTING

Director of Operations, Public Works  
Indiana

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**Please apply by emailing a copy of your current resume to**  
[jhookman@msconsultants.com](mailto:jhookman@msconsultants.com)

Envirolink specializes in the management of water, wastewater, and public works services for our clients. We are the private partner of choice. The foundation of Envirolink was built on its core values: Integrity, Innovation, People, Excellence, Community, and Productivity.

Our employees are the most important part of our company. They are the day-to-day face of our company with our clients and the citizens of the communities we serve. We believe in investing in the personal and career development of each of our employees to ensure that they have a healthy work/family balance.

#### **GENERAL FUNCTION:**

We are seeking a Director of Operations to join the Envirolink organization in our Indiana office. Our ideal candidate will provide leadership to effectively and efficiently distribute the resources of the company in operation and maintenance functions related to management of public works and utilities. The service Envirolink provides to clients includes: leaf/limb pickup, bulk pickup, streets, water treatment, water distribution, wastewater treatment, wastewater collection, wastewater disposal, and storm water treatment systems.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary responsibility of the Director of Operations is to supervise employees, provide safe and dependable services to customers, manage company inventory (including facilities, equipment, and tools), and direct operations and maintenance teams.

*Specific responsibilities include:*

##### **Leadership:**

- Act as the point of technical authority for operation and maintenance activities and technical problem solving.
- Act as liaison between Company and regulatory officials (Operator Certification Board), clients and customers.
- Ensure compliance with the State of Indiana standards pertaining to the operation and maintenance of water and wastewater treatment facilities in the District.
- Act as Program Manager for clients and attends client meetings including board / council / commissioner meetings, and report on activities or issues.



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- Assist the President with strategic planning for the company, including: resource determination, costing, and other activities associated with preparing price proposals.
- Design and implement standard operating procedures related to company operation, maintenance, safety and compliance.

#### Operations:

- Work with operations and maintenance managers to ensure proper management of the operation and maintenance of water, wastewater and public works facilities, including valves, water intake, wells, pumps, purification equipment, reservoirs, SCADA systems, motor control centers, automatic control valves, instrumentation, and production meters.
- Conduct safety meetings and inspections for maintenance and operational staff. Provides documentation related to any and all safety issues.
- Design and direct processes and procedures related to public works and utility functions (including route optimization, work flow, sampling protocols, inspection check lists).
- Ensures all facilities and operations / maintenance programs comply with applicable federal, state, and local ordinances and regulations.

#### Personnel Management:

- Develop specific goals / objectives for each employee under your supervision. Conduct quarterly meetings and annual performance appraisals for each employee. Manage training and development plans for each employee under your supervision.
- Develop and maintain an effective employee relations plan to supervise and evaluate the performance of assigned personnel. Review potential candidates, interviewing, and make selections for new employees.
- Monitor compliance with OHSA, DOL, and Envirolink policies for employee safety to ensure a safe and drug-free work place.

#### Administration:

- Supervise the administration of contracts and work performed by outside contractors.
- Ensure that all managers organize the daily activities of their respective personnel to best meet service objectives, regulatory requirements, and company goals.
- Responsible for ensuring executed service orders and projects are completed on-time and on-budget.



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- Coordinate the preparation of reports for compliance purposes that may include but not limited to: DMRs, NDMR, Water Usage Reports, Wastewater Performance Reports, Annual Report, and Consumer Confidence Report).

#### **BUDGETARY RESPONSIBILITIES:**

- Preparation of annual and five year budgets.
- This position is responsible for developing and managing budgets both with department and for assigned projects.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to foster an attitude of cooperation with other Envirolink personnel and Divisions
- Possess an attitude that promotes a proactive approach to completion of duties and responsibilities with an emphasis on quality
- Attitude of going the extra mile and attention to detail with focus on effective and efficient use of company and/or client resources
- Ability to differentiate between billable and non-billable activities and to effectively prioritize multiple assignments or objectives
- Ability to understand and apply situational leadership; Can think big picture; Can identify root causes and work with resources to remove barriers to success

#### **MINIMUM POSITION QUALIFICATIONS:**

- Bachelor's degree in a relevant technical or scientific discipline
- Prior supervisory experience with knowledge of operational best practices
- Indiana water treatment Class WT-3 or above
- Must possess and maintain a valid Indiana driver's license
- Class III Wastewater License and the ability to obtain a Grade IV license within a reasonable time frame;
- Five (5) years in the water or wastewater utility industry
- Physical requirements include, but are 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.

#### **BENEFITS WITH ENVIROLINK:**

- Envirolink covers 100% of the Employee's Healthcare and Dental Premium costs
- Short and Long-term Disability Benefit options and Life Insurance
- Paid Time Off, based on years of service with the company
- Certification Bonus Program
- Performance incentives and rewards



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- Envirolink pays 100% of the continuing education and license renewal costs for our employees.
- Envirolink promotes financial stability by providing a matching IRA program for our employees.

*Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required. Incumbent must pass a pre-employment criminal background check.*

*Envirolink is an Equal Opportunity/Affirmative Action employer. Envirolink fully supports and maintains compliance with all state, federal, and local regulations. Envirolink does not discriminate against applicants or employees on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.*

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