



**Join us for the
Bay State
Utility Services
Job Fair**

**Thursday, April 18
2 pm – 4 pm**

**at the MASSHIRE Office
372 North St.
Hyannis, MA 02601**

ASUS is transitioning operations of the water and wastewater utility systems on JBCC. Interviews will be held for the following positions:

Capital Program Supervisor Capital Project Inspector

Maintenance Technician Utility Technician Utility Technician Lead

ASUS has been awarded a contract to provide water and wastewater utility services at JBCC. The Government has entered into an agreement to divest of the water and wastewater system ownership at JBCC to a private systems owner, Converge, and ASUS will serve as the sole system operator of the JBCC water and wastewater systems under their ownership.





Job Posting # 1MA.24

DATE	March 29, 2024
POSITION TITLE	Capital Program Supervisor
GRADE LEVEL	42
CLASSIFICATION	Exempt
SALARY	\$91,443 - \$155,600
REPORTS TO	Utility Manager
LOCATION	Joint Base Cape Cod
The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check in addition to physical exam.	

POSITION SUMMARY:

The incumbent in this position shall be responsible for the oversight of a wide variety of projects or assignments, including those that are large, strategic or complex in nature, in the field of water and wastewater engineering and construction. This includes all aspects of public and private water supply treatment and distribution systems, and wastewater collections and treatment systems, including asset management, capital planning, project and construction management, business development and issues relating to operations and maintenance. Serving in a supervisory role, the incumbent is accountable for the delivery and completion of capital projects on time and within budget, to include identifying key resources and providing the direction required for meeting the project objectives. The incumbent is also responsible for the supervision of Capital Project Coordinators and Capital Project Inspectors.

ACCOUNTABILITY:

The Capital Program Supervisor may be asked by contractors for interpretations or variances not consistent with Company Standards; as such, this individual must be ever mindful of all requirements on the Company's Code of Ethics/Conduct, including consistently promoting a professional image of the Company at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all aspects of assigned capital projects
- Coordinates internal and external resources towards the completion of assigned capital projects while working closely with and balancing the needs of operations, customer service, engineering design, and water quality functions and schedules
- Develops detailed scopes of work and cost estimates for projects and provides detailed scopes and technical information for project Requests for Proposals (RFPs)
- Prioritizes assigned capital projects within area of responsibility
- Supervises, coaches and counsels capital staff as assigned

- Manages multiple projects in various locations as assigned
- Prepares, monitors and reports on project schedules and budgets and implements corrective actions when needed
- Monitors quality control and inspection activities on assigned projects and implements corrective actions when required
- Approves vendor, consultant and contractor payment requests
- Plans, directs, assigns, reviews and evaluates the work of any assigned staff
- Coordinates field changes with appropriate capital project staff and EDC staff as necessary.
- Responsible for completing project Risk Management reports to include updating of these reports throughout the project life, as well as ensuring that Field Inspectors are familiar with these reports and are monitoring compliance
- Prepares and presents to management periodic reports on progress of assigned capital projects
- Ensures that legal, regulatory and company requirements and specifications are met with respect to assigned capital projects
- Represents or assists in representing the Company in public settings with respect to projects
- Together with contract department, resolves issues with vendors and/or contractors regarding commencement, execution and completion of construction projects
- Working knowledge of principles and practices of project management, construction management, planning, budgeting, and safe work practices
- Responsible for overseeing, developing, and executing capital improvement master plans, to include the annual Five Year Capital Plan
- Responsible for identifying, planning, submitting and marketing future capital upgrade proposals.
- Coordinates with DPW and other departments and agencies as necessary to process and secure Installation approvals for capital construction projects
- Familiarity with meeting the requests of the regulators that provide oversight of utilities and their projects, including utility commissions or boards, health service departments and various federal and state agencies
- Professional management and contract administration of third party providers of services and goods including engineering and environmental consultants, land surveyors, construction contractors, material and equipment vendors, materials testing and inspection firms, etc.
- Knowledge of fire department and other local agency regulations as they pertain to the construction and installation of water supply and distribution and wastewater conveyance projects
- Analyze data on project budgets and schedules and identify and implement corrective actions
- Communicate clearly and concisely, orally and in writing; make effective professional presentations to a wide variety of audiences, such as government representatives, community groups, schools, businesses and public commissions
- Write and create technical specifications, reports
- Successfully complete training curricula about capital improvement programs to improve and maintain professional competence
- Ensure that all assigned project construction is installed per applicable state and federal environmental regulations; project sites are compliant with OSHA standards and the ASUS Health and Safety Plan, and risks mitigated to prevent non-compliance with either.
- Establish and maintain effective working relationships with subordinate staff, peers, and professional associates and with the general public; supervise, train and evaluate staff

- Supervise and oversee the work of assigned Capital Project Coordinators and Capital Project Inspectors
- Performs other duties as assigned

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies associated with this job.

MINIMUM POSITION QUALIFICATIONS:

- Bachelor's Degree in Engineering OR Bachelor's Degree in Construction Management OR closely related field; or two years as a Capital Project Supervisor or similar grade position
- Must possess or obtain a project management certification by the Project Management Institute (PMI) or the American Academy of Project Management (AAPM) or Professional Engineer license in the state practicing within first two years of employment at this grade level.
- Minimum of five years of relevant experience in managing public works and/or public utility projects
- Two years of supervisory experience required
- Knowledge of and experience using project management software (such as Primavera and MS Project) preferred
- Proficient in the use of computerized office equipment and programs: MS Office, MS Windows, Adobe products, Web Based Learning, and other applicable software required
- Strong oral and written communication and analytical skills. Ability to speak, understand, read and write English; grammar, spelling, vocabulary, and punctuation required
- Knowledge of Army Corps of Engineer and U.S. Government and the local subsidiary base processes and procedures is highly desirable
- Must possess and maintain a valid Driver's License issued by the state where employed
- Must take and pass Federal OSHA and or State Mandated Safety training with annual refresher courses as required by the associated regulations for this Position. Such training will be provided by company and compliance is mandatory
- Demonstrated pursuit of educational and professional development to enhance knowledge, performance and contributions to the organization

QUALITIES OF A SUCCESSFUL CAPITAL PROGRAM SUPERVISOR:

- Trustworthy; strong personal integrity
- Demonstrates strong levels of accountability and ownership
- Collaborative/Team oriented; approachable
- Exhibits professionalism with internal and external contacts
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter
- Ability to handle confidential or sensitive information
- Flexible, thoughtful, accountable, and passionate about work
- Strong written and oral communication skills; able to express ideas, thoughts, suggestions in a concise, tactful manner
- Willingness to learn
- Excellent customer service support and interventions with a 'can-do' attitude
- Goal driven
- Strong quantitative, analytical and financial skills
- Ability to make independent sound decisions in a timely manner

PHYSICAL REQUIREMENTS MAY INCLUDE:

May include but not limited to standing, climbing, walking, lifting up to 30 lbs., 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.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

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Job Posting # 9MA.23

DATE	March 29, 2024
POSITION TITLE	Capital Project Inspector I
GRADE LEVEL	18
CLASSIFICATION	Non-Exempt
HOURLY RATE	\$27.80 - \$44.58
REPORTS TO	Capital Program Supervisor
LOCATION	Joint Base Cape Cod
<p>The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check in addition to physical exam.</p>	

ACCOUNTABILITY:

The Capital Project Inspector I may be asked by contractors for interpretations or variances not consistent with Company Standards; as such, this individual must meet all requirements on the Company’s Code of Conduct, including consistently promoting a professional image of the Company at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that all assigned construction projects are completed in accordance with the Construction Issued Plans, Specifications, Special Provisions, Standard Construction Drawings, and Approved Material List
- Assists with ensuring that assigned construction projects are properly inspected, including adherence with safe working practices and referencing OSHA and Installation Design Guide (IDG)
- Ensures the construction activities are in compliance with project permit requirements
- Prepares Daily Inspection Reports for each assigned project. As applicable, prepares project field reports and end of project Sub-contractor Performance Assessment Reports (SPARS) for supervisory review
- Updates daily progress on working set of construction drawings (as-builts) for each assigned project
- Prepares recommendations to supervisor for project scope changes that will result in a cost and/or schedule impact
- Assists as requested with completing “field checks” on preliminary plans to ensure accuracy and completeness of design
- Assists in verification of quantities installed per pay application submitted by the Contractor
- Documents project pre-construction site conditions, including video or photo logs, as part of preliminary process or as directed by supervisor prior to start of construction
- Under direct supervision, performs construction punch list inspections with subcontractors

- Interfaces with base personnel on safety matters, questions and/or comments. Inform supervisor of any concerns that base personnel have and document in Daily Inspection Reports
- Promotes goodwill in all dealings with company affiliates, developers, contractors, vendors, local governmental agencies, and the public-at-large
- Reviews project Risk Management reports, providing input and ensure field adherence with completed reports
- Performs other duties as assigned
- Ensure that all assigned project construction is correctly installed per applicable state and federal environmental regulations; project sites are compliant with OSHA standards and the ASUS Health and Safety Plan, and risks mitigated to prevent non-compliance with either
- Works under direct supervision

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies including physical requirements associated with this job.

MINIMUM POSITION QUALIFICATIONS:

- High school diploma or equivalent
- Two years of water distribution and/or wastewater collection installation or related construction work or inspection strongly preferred
- Must obtain entry-level water distribution and waste water collections certifications for the state where employed or certified inspection certification to be approved by hiring Manager (i.e. APWA Certified Public Infrastructure Inspector) within first year of employment
- Must be OSHA 30 hour construction qualified at time of hire or complete the course within six (6) months of hire. Continuous education requirements in either environmental and/or safety outside of ASUS required annual refreshers of 8 hours per year
- Must complete all required competent person training within first six months of employment
- Must be able to read and identify construction symbols and edit plans
- Must possess the demonstrated analytical ability to determine change in scope of work from original scope of work
- Knowledge of principles and techniques of report writing style and format
- Ability to speak, understand, read and write English; grammar, spelling, vocabulary, and punctuation required
- Proficient in the use of computerized office equipment and programs (e.g. MS Office, , MS Windows, Adobe products) required
- Must possess and demonstrate knowledge of basic mathematics as required for validation of installed materials and related construction activities
- Must possess a working knowledge of applicable safety best management practices as required for water and wastewater construction projects and activities
- Must possess and maintain a valid Driver's License issued by the state where employed
- Must take and pass Federal OSHA and/or State Mandated Safety training with annual refresher courses as required by the associated regulations for this Position. Such training will be provided by company and compliance is mandatory
- Must take respirator FIT testing, compliance is mandatory

QUALITIES OF A SUCCESSFUL CAPITAL PROJECT INSPECTOR:

- Trustworthy; strong personal integrity
- Demonstrates strong levels of accountability and ownership

- Strong written and verbal communication skills
- Solid presentation skills
- Collaborative/Team oriented
- Exhibits professionalism with internal and external contacts
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter

PHYSICAL REQUIREMENTS MAY INCLUDE:

- Work in Confined Spaces
- Work in areas exposed to noise and chemicals
- Work in extreme weather conditions
- Lift and carry loads up to 50 lbs
- Climb inspection ladders and perform work up to the limits of elevated water storage tanks
- Standing, sitting, walking, lifting, carrying, pushing/pulling, reaching handling, grasping, fine dexterity, kneeling, stooping, crouching, crawling, bending, twisting, climbing, balancing, vision including color determination, hearing, foot & hand controls

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

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Job Posting # 3MA.23

DATE	March 29, 2024
POSITION TITLE	Maintenance Technician II
GRADE LEVEL	17
CLASSIFICATION	Non-Exempt
HOURLY RATE	\$25.74 - \$41.21
REPORTS TO	Superintendent
LOCATION	Joint Base Cape Cod
<p>The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check in addition to physical exam.</p>	

PRIMARY JOB FUNCTIONS:

- Observes all Federal, State and Company safety rules, regulations, policies and procedures.
- Operates hand and power tools in repairing and maintaining water and wastewater systems.
- Under general supervision, conducts preventative maintenance, tests, troubleshoots and performs repair and maintenance of all equipment at the water and wastewater facilities. Includes all treatment plants, SCADA/Telemetry sites, well houses, booster pump stations, water reservoirs/tanks and lift stations.
- Monitors pumps, controllers and related equipment to ensure they are in operable condition.
- Inspects and maintains all electrical and mechanical systems for water and wastewater equipment using Computer Maintenance Management System (CMMS) work order system.
- Repairs equipment not assigned to others, including and not limited to HVAC units, air compressors, generators, small engines, air hammers, compaction equipment, light boards, centrifugal pumps, mud hogs, bypass pumps, dump trucks, backhoes, and trailers.
- Maintains and repairs backflow devices, altitude valves, pressure regulating valves, check valves, gate valves, hydrants, generators, pumps, air compressors and other apparatus and equipment, including and not limited to, programmable logic controls, grinders / comminutors, cathodic protection, hydrostatic pressure vessels and air bubbler systems.
- Identifies and acknowledges alarms on water and wastewater systems using SCADA/Telemetry and uses SCADA to troubleshoot problems by trending data.
- Performs predictive maintenance on equipment malfunctions by interpreting events, analyzing problems, and determining appropriate corrective actions for any and all equipment.
- Available for standby and call-out, shift, or overtime work as required for system operations and repairs.
- Works with Superintendent or Maintenance Technician IV to prepare and maintain Operational Memos for all facilities. Reviews daily logs and related records for all facilities.
- Performs general housekeeping of buildings and grounds, maintenance at all water and wastewater facilities including, but not limited to, painting, vegetation control, cleaning, and yard maintenance.

- Maintains designated shop areas. Cleans assigned truck, maintenance tools and repair equipment, as needed.
- Works as crew member in performing repairs on water and wastewater systems.
- Manages work orders and time entry for Maintenance section.
- Reports all sanitary sewer overflows to management/operator responsible in charge.
- Other duties as assigned.

REQUIRED POSITION SKILLS:

- Principles, procedures, methods, equipment, materials, and tools used in the electrical, hydraulic, and mechanical repair of minor and major equipment systems, including engines, pumps, motors, generators, and pressure regulatory devices.
- Principles, practices, methods and techniques of various maintenance trades related to the maintenance and repair of various structures, machinery, and equipment in water and wastewater system.
- Basic principles and practices of water and wastewater system operations.
- Basic arithmetic related to mechanical, electrical, and electronic components.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Occupational hazards and standard safety practices related to water/wastewater systems and pipeline construction.
- Safe driving rules and practices.
- Basic computer software, including Microsoft Outlook, Excel and WORD.
- Provides a high level of customer service in person, or over the phone.
- Knowledge of principle and procedures of recordkeeping.
- Complies with all Federal, State and Company safety rules, regulations, policies, procedures and guidelines relevant to assigned duties.
- Operational characteristics of a variety of maintenance equipment, tools and vehicles.
- Reviews, creates and updates Standard Operating Procedures for operating and maintenance procedures of facilities, lift stations, wells, water tanks and booster pump stations.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electric motors, gas and diesel engines, pumps, compressors, control equipment, and power generation equipment.
- Perform a variety of semiskilled and skilled tasks in the construction, maintenance, renovation, and repair of water and wastewater systems.
- Read and interpret gauges and other recording devices, and interpret the information as it relates to repair and maintenance activities.
- Read and interpret plans, manuals, diagrams, blue prints, and technical regulations.
- Identify and implement effective course of action to complete assigned work.
- Analyze work problems and make corrections that will facilitate the completion of assignments.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform plumbing, some carpentry, basic soldering/welding, general vehicle & equipment mechanics and the repair or replacement of electrical & electronic components.
- Maintain accurate logs, records and basic written records of work performed.
- Follow policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Recommend the required inventory of emergency spare parts and components.

MINIMUM POSITION QUALIFICATIONS:

- High school diploma or GED required.
- Must possess and maintain a valid Driver's License issued by the state where employed.
- Ability to obtain an intermediate level, State required (as applicable) water and/or wastewater certification within 12 months of date of hire.
- Formal electrical schooling/training preferred.
- Two (2) years as a Maintenance Technician in the water and/or wastewater industry.
- Must possess a Maintenance (as applicable) Technician I Certification
- Ability to obtain State required Maintenance (as applicable) Technician Level II Certification within 12 months of date of hire.
- Must possess a minimum of "B" CDL with tanker endorsement.
- Ability to obtain crane certification within 24 months of date of hire.
- Must possess a State required Backflow Certification.
- Must take and pass Federal OSHA and or State Mandated Safety training with annual refresher courses as required by the associated regulations for this Position. Such training will be provided by company and compliance is mandatory

PHYSICAL REQUIREMENTS MAY INCLUDE:

- Working in confined spaces, to include hazardous atmospheres. Work requires the use of respirators and self-rescue devices.
- Working in areas exposed to noise and chemicals. Work requires the use of appropriate PPE (e.g. hearing and chemical protection devices).
- Working in extreme weather conditions.
- Lifting and carrying loads up to 50 lbs. and push or pull up to 75 lbs.
-
- Standing, sitting, walking, lifting, carrying, pushing/pulling, reaching handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, balancing, vision, hearing, talking, foot & hand controls.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

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Job Posting # 3MA.24

DATE	March 29, 2024
POSITION TITLE	Utility Technician II
GRADE LEVEL	17
CLASSIFICATION	Non-exempt
HOURLY RATE	\$25.74 - \$41.21
REPORTS TO	Superintendent
LOCATION	Joint Base Cape Cod, Massachusetts
<p>The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check in addition to physical exam.</p>	

PRIMARY RESPONSIBILITIES:

- Under general supervision, performs activities related to water and wastewater system maintenance, including water quality and water supply.
- Inspects, installs, repairs, replaces, tests and certifies water mains, water services, water meters, fire hydrants, backflow protection devices and other related water system assets.
- Inspects, installs, repairs and replaces sewer lines, lateral cleanouts, manholes, collection mains, operates video equipment on sewer lines to determine system deficiencies and other related wastewater system assets.
- Inspects sewer lift stations; ensures SCADA alarms are communicating; conducts visual inspections of wet wells and pump cycling and float conditions.
- Responds to Service Orders related to line locations. Marks water and wastewater infrastructures, as well as subsidiary owned electric lines near pump stations and their respective emergency generator assemblies.
- Performs customer support activity. Interacts with the public in a professional manner.
- Notifies customers of scheduled and emergency outages.
- Proficient at interpreting technical and operational documents, manuals, blueprints, system maps, construction specs and standards
- Reads meters manually and/or using automated equipment.
- Responds quickly and accurately to service requests.
- Operates heavy machinery, including dump truck, Vactor truck, and backhoe, as well as other related equipment, in performing skilled and semiskilled duties for water and system wastewater maintenance.
- Timely completes work orders, forms, records and other associated paperwork both manually and digitally.
- Performs basic preventative maintenance of heavy machinery; greasing, fluid level checks, pre-trip inspections, etc.

- Analyzes and evaluates pump equipment operation. Troubleshoots malfunctions. Monitors water supply and wastewater operations.
- Performs moderately complex tasks to ensure compliance with water quality, wastewater compliance, and environmental regulations.
- Updates and executes System Flushing Program, Cross-Connection Control Program, Spill Response Program, and Preventative Maintenance Program.
- May perform routine sampling of both water supply and wastewater systems.
- Operates leak detection equipment and analyzes data to complete assigned duties.
- Performs routine sampling of both water supply and wastewater systems.
- Reads and interprets technical & operational documents, manuals, blueprints, and diagrams.
- Timely completes work orders, forms, records, and other associated paperwork both manually and digitally.
- Performs other duties as assigned.

REQUIRED POSITION SKILLS:

- Must possess knowledge and comprehension of safety practices for general construction and handling of all materials used in water and wastewater system operations, to include liquid and gaseous chemicals, as well as hazardous solids, confined space entry, competent excavation, electrical safety, etc., while being under supervision. Application of such practices is mandatory.
- Familiar with many aspects of field activities.
- Familiar with many aspects of the water supply and wastewater collection systems.
- Familiar and proficient, or able to become proficient, with the operation of heavy machinery, including dump truck, backhoe, Vactor truck, sewer jet, and rodding equipment.
- Communication skills including demonstrated fluency with reading, writing, and speaking the English language.
- Must be able to effectively communicate with customers in order to cogently resolve any issues or concerns. Interact with the public in a professional manner.
- Basic Microsoft Office skills preferred.
- Must possess strong customer service skills.
- Basic math skills required.

MINIMUM POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of two (2) years as a Utility Technician I, or related position, in the water and/or wastewater industry.
- Must possess and keep current a valid Driver's License issued by the state where employed.
- Must be able to obtain applicable commercial Driver's License issued by the state where employed within 6 months of hire date and keep current thereafter.
- Must attain and keep current an interim level water and/or wastewater operator certification required by the State where employed. If the State doesn't require certifications, an acceptable industry standard will be used for required certification.
- Backflow Device Tester and Repair Certification issued by the state where employed may also be required.
- Must take and pass Federal OSHA, US Army Corp of Engineers, and / or State Mandated Safety training, with annual refresher courses, as required by the associated regulations for this position. Such training will be provided by the Company and compliance is mandatory.

- Must understand regulatory requirements and have increasing responsibility to ensure all regulations are met with counsel from supervisory staff.

PHYSICAL REQUIREMENTS MAY INCLUDE:

- Working in confined spaces.
- Working in areas exposed to noise and chemicals.
- Working in extreme weather conditions.
- Lifting and carrying loads up to 50 lbs.
- Climbing inspection ladders.
- Performing work up to the limits of elevated water storage tanks.
- Standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, grasping, fine dexterity, kneeling, stooping, crouching, crawling, bending, twisting, climbing, balancing, vision including color determination, hearing, foot & hand controls.

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Job Posting # 5MA.23

DATE	March 29, 2024
POSITION TITLE	Utility Technician Lead
GRADE LEVEL	19
CLASSIFICATION	Non-Exempt
HOURLY RATE	\$29.20 - \$48.94
REPORTS TO	Superintendent
LOCATION	Joint Base Cape Cod
<p>The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check in addition to physical exam.</p>	

PRIMARY RESPONSIBILITIES:

- Performs activities related to water and wastewater system maintenance, including water quality and water supply.
- Inspects, installs, repairs, replaces, tests and certifies water mains, water services, water meters, fire hydrants, backflow protection devices and other related water system assets.
- Inspects, installs, repairs and replaces sewer lines, lateral cleanouts, manholes, collection mains, operates video equipment on sewer lines, to determine system deficiencies and other related wastewater system assets.
- Inspects sewer lift stations; ensures SCADA alarms are communicating; conducts visual inspections of wet wells and pump cycling and float conditions.
- Responds to Service Orders related to line locations. Marks water and wastewater infrastructure, as well as subsidiary owned electric lines near pump stations and their respective emergency generator assemblies.
- Performs customer support activity. Interacts with the public in a professional manner.
- Notifies customers of scheduled and emergency outages.
- Proficient with interpreting technical and operational documents, manuals, blueprints, system maps, construction specs and standards.
- Reads meters manually and/or using automated equipment.
- Responds quickly and accurately to service requests.
- Operates and/or oversees operation of heavy machinery, including dump truck, Vector truck, and backhoe, as well as other related equipment, in performing skilled and semiskilled duties for water and system wastewater maintenance.
- Timely completes work orders, forms, records, and other associated paperwork both manually and digitally.
- Performs basic preventative maintenance of heavy machinery, greasing, fluid checks, pre-trip inspections, etc.

- Analyzes and evaluates pump equipment. Troubleshoots malfunctions. Monitors water supply and wastewater operations.
- Performs moderately complex tasks to ensure compliance with water quality, wastewater compliance, and environmental regulations.
- Updates and executes System Flushing Program, Cross-Connection Control Program, Spill Response Program, and Preventative Maintenance Program.
- Operates leak detection equipment and analyzes data to complete assigned duties.
- Performs routine sampling of system water supply and wastewater systems.
- Reads and interprets technical & operational documents, manuals, blueprints, and diagrams.
- Must be able to effectively communicate with customers to effectively resolve any issues or concerns. Interacts with the public in a professional manner.
- Functions as the lead for Utility Technicians in all aspects of the operation of the water supply and distribution systems, wastewater collection, and pumping systems.
- Resolves escalated customer complaints. Responds to complex customer questions.
- Completes forms, records, and other associated paperwork, both manually and digitally.
- Plans construction and site-work accordingly and communicates plan-of-action with Superintendent and O&M team.
- Must be capable of delegating tasks to Utility Technician I, II, and III.
- Proficiently set priority levels to task and meet deadlines.
- Provides training and lead direction to crews both in and out of the field.
- Works independently under general supervision of Assistant Superintendent / Superintendent or Utility Manager, as appropriate to the location.
- In coordination Assistant Superintendent/Superintendent or Utility Manager, assists in keeping Utility Technician crews on task and time with yearly contract deliverables. This also includes continuously updating deliverable trackers.
- Responsible for ensuring Utility Technician I, II and III adhere to all safety standards and requirements.
- Performs other duties as assigned.

REQUIRED POSITION SKILLS:

- Must possess knowledge and comprehension of safety practices for general construction and handling of all materials used in water and wastewater system operations, to include liquid and gaseous chemicals, as well as hazardous solids, confined space entry, competent excavation, electrical safety, etc. Application of such practices is mandatory.
- Familiar with all aspects of field activities.
- Familiar with all aspects of the water supply and wastewater collection systems.
- Familiar and proficient with the operation of heavy machinery including dump truck, backhoe, Vactor truck, sewer jet, and rodding equipment.
- Communication skills, including demonstrated fluency with reading, writing, and speaking the English language.
- Able to utilize Microsoft Office software proficiently.
- Must possess strong customer service skills.
- Basic math skills required.

MINIMUM POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum seven (7) years as a Utility Worker III, or related position, in the water industry and / or wastewater industry

- Must possess and keep current a valid Driver's License issued by the state where employed.
- Must possess and keep current a commercial Driver's License issued by the state where employed.
- Must possess and keep current the appropriate water and/or wastewater operator certification for this Position as required by the state where employed. If the State doesn't require certifications, an acceptable industry standard will be used for required certification.
- Backflow Device Tester and Repair Certification issued by the state where employed may be required.
- Must take and pass Federal OSHA, US Army Corps of Engineers, and/or State Mandated Safety training, with annual refresher courses, as required by the associated regulations for this position. Such training will be provided by the Company and compliance is mandatory.
- Must have the ability to ensure compliance with regulatory requirements.

PHYSICAL REQUIREMENTS MAY INCLUDE:

- Working in confined spaces.
- Working in areas exposed to noise and chemicals.
- Working in extreme weather conditions.
- Lifting and carrying loads up to 50 lbs.
- Climbing inspection ladders.
- Performing work up to the limits of elevated water storage tanks.
- Standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, grasping, fine dexterity, kneeling, stooping, crouching, crawling, bending, twisting, climbing, balancing, vision, color determination, hearing, foot & hand controls.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

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