



Maintenance and Plant Relief Operator II

We have an exciting opportunity for you to join our team! The successful candidate will operate, monitor, maintain and plan the operation of wastewater facilities including, wastewater treatment plant (WWTP), sludge handling/dewatering, lift stations, collection systems and SCADA. As well as under limited supervision, position is responsible for coordinating, maintaining, troubleshooting, and repairing water facilities for the Westfield utilities.

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 Plan (STIP)
- Health Savings Account (HSA) with company contribution
- Wellness Program
- Adoption and tuition assistance
- Employee Credit Union
- PTO and Paid Holidays

Salary Minimum: \$50,300 (Grade 6), \$56,300 (Grade 7) - **Vacancies will be filled at Maintenance Plant Relief Operator I or II level based on candidate experience.**

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!

Responsibilities:

Maintenance Plant Relief Operator I

- Maintain, troubleshoot and repair lift stations, Wastewater and Water Plant equipment, Water Booster Stations and Water Towers. Includes Annual and monthly Lift-Stations alarm testing, pump capacity, operation and compliance. Perform maintenance on all equipment both Water and Wastewater according to the O & M. and maintain accurate and detailed records of that maintenance. These include but not limited to hydrants, water valves, pumps, Motor Control Centers, tanks, meters SCADA control systems, vehicles etc. Troubleshoot electrical systems that range from 4-20ma to 480 Volt 3ph. Maintain Portable Generators. Rebuild or repair Lift Station pumps up to 100Hp.
- Relief operations of the Water or Wastewater Plants. To do necessary daily testing according to IDEM regulations. Recording and documenting these results in their proper

place on daily bench sheets and MRO reports. Making necessary changes to the systems to keep them in IDEM compliance. Running RDT for Solids handling to maintain proper plant operations and levels in Digester Tanks.

- Operates Heavy Equipment (Vactor, Backhoe, Dump Truck, Crane Truck and Snow removal).
- Assist with ordering parts and materials for Lift Stations, Booster Stations, Fleet and Plants.
- Performs other duties and/or activities as assigned.

Maintenance Plant Relief Operator II

- Operates and maintains, troubleshoots and repair wastewater plants equipment as well as lift stations. Performs or coordinates maintenance on all equipment both Water and Wastewater according to the O & M manuals. These include but not limited to pumps, Motor Control Centers, pumps, meters SCADA control systems, vehicles etc. Troubleshoot electrical systems that range from 4-20ma to 480 Volt 3ph. Assist in maintaining all generators.
- Monitors and controls and/or directs the operation of treatment and dewatering, and pumping equipment according to process control parameters through Supervisory Control and Data Acquisition Systems.
Conduct necessary daily testing according to IDEM regulations. Recording and documenting these results in their proper place within Hach Wims and MRO reports.
- Assist in ordering parts and materials for WWTP, lift stations and other facilities as needed. Maintains repair parts stocks.
- Develops and maintains written maintenance procedures for plant equipment.
- Operates Heavy Equipment (Vactor, Backhoe, Dump Truck, Crane Truck, snow removal and mowing equipment)
- Other duties as assigned.

Qualifications:

Maintenance Plant Relief Operator I

- Must have and maintain a valid Indiana driver's license
- Must be organized and capabilities to maintain records
- Ability to work alone, in various positions, which require but are not limited to sitting, bending, standing, walking, lifting and climbing in all types of weather conditions
- High school diploma or general education degree (GED)
- Must demonstrate a working ability to use a computer or computer device for record keeping
- Requires reading, math, written and verbal communication skills
- Requires the ability to carry out verbal and written instructions
- Must have the ability to work well and communicate with customers, management and the general public; and to establish effective working relationships with other employees
- Knowledge of various fluid flow meters, building mechanical system

Preferred Skills/Qualifications:

- Ability to obtain a CDL (Commercial Driver's License)
- Customer Suite (Customer Billing program)
- "Pipe" Televising program
- Proficiency in Outlook, Word and Excel
- Experienced with various types of flow meters commonly used in the water and wastewater installations, and associated electronics, prefer 3-5 years' experience
- Experience with Wastewater Plant Collection system hydraulics
- Experience and knowledge of water, sanitary and irrigation codes
- Ability to work with confidential information, use discretion and best judgment
- Must be detailed, highly organized and able to prioritize
- Proficient with Google Earth, HANSEN, GIS (ESRI), 7i, SCADA, Geotivity (Turboview), ADS (Intelliserve); Archview-Pictometry
- Knowledge of various mapping and utility infrastructure maintenance and viewing programs such as GIS

Maintenance Plant Relief Operator II

- Must have and maintain a valid Indiana Driver's License and have or the ability to get a CDL (Commercial Driver's License) Class B within 90 days.
- Minimum 3 years' experience in water/wastewater operations and/or maintenance
- High school diploma or general education degree (GED)
- Minimum WW Class II license with ability to obtain Class IV within 24 months.
- Must be organized and capable to maintain records
- Ability to work alone, in various positions, which require but are not limited to sitting, bending, standing, walking, lifting and climbing in all types of weather conditions
- Must demonstrate a working ability to use a computer or computer device for record keeping
- Requires reading, math, written and verbal communication skills
- Requires the ability to carry out verbal and written instructions as well as work alone in certain situations
- Must have the ability to work well and communicate with customers, management and the general public; and to establish effective working relationships with other employees
- Knowledge of various pumping, electrical and, building mechanical systems
- Ability to be on-call as assigned and to work overtime, weekend or nights from time to time

Preferred Skills/Qualifications:

- Post-secondary education or technical classes
- Chemical safety and equipment safety certifications
- Knowledge of GPS technology
- Proficiency in Outlook, Word and Excel
- Experience and knowledge of water, sanitary and irrigation codes

- Ability to work with confidential information, use discretion and best judgment
- Must be detailed, highly organized and able to prioritize
- Proficient with Google Earth, HANSEN, GIS (ESRI), 7i, SCADA, Geotivity (Turboview), ADS (Intelliserve); Archview-Pictometry
- Knowledge of pertinent OSHA safety regulations.

Posting Deadline: Open Until Filled

Qualified Applicants can go to the following website at <https://info.citizensenergygroup.com/careers>, view openings, search for vacant position, create an account and upload their resume.

If you have any questions, you can contact Barb Hudson, HR Generalist @ 317-927-4406.

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.