

**MIDDLESEX WATER COMPANY ENTERPRISE  
PINELANDS WATER COMPANY  
- JOB OPENING -**

**SOUTHAMPTON, NJ**

**Job Title:** Utility Worker

**Why join our team?**

Joining our team means that you have a multitude of benefits that support you in and out of the workplace such as- full medical, dental, and vision benefits, 401k, paid time off, tuition reimbursement, employee assistance program, and more. To learn more, please visit [www.middlesexwater.com](http://www.middlesexwater.com)

**Job Summary:**

The Utility Worker operates and maintains the utilities water production and distribution system, wastewater treatment, and collection systems using prescribed processes, procedures and practices. This position reports to the Utilities Superintendent and the Assistant Superintendent.

**Work Performed:**

- Operate, adjust and regulate, and maintain chemical feed pumps, sludge removal systems, and related wastewater equipment.
- Perform water sampling and testing.
- Take periodic readings and records the readings.
- Operate, inspect and maintain water distribution system valves and hydrants.
- Read, check installs, and repair customer water meters.
- Perform utility mark outs.
- Perform wastewater sampling and testing.
- Maintain the utilities facilities, collection system, and contract operations areas keeping them in a clean and sanitary condition. Notify supervisor of any problems.
- Pack water and wastewater pumps and operate and maintain the utilities water production wells, pumps and motors.
- Perform and complete customer service requests as directed by customer service department Mobile Workforce Management (MWM) orders.
- Create Work and Asset Management (WAM) work orders for identified work and upon approval and assignment performs the work described, updates WAM work orders as appropriate.
- Maintain records and files including digital forms and files in word, excel, GIS, MWM, WAM and other company systems.
- Politely answer and/or resolve customer's water related inquiries.

### **Work Performed (continued):**

- Perform on-call, and after hours duties as scheduled or required.
- Provide emergency response for utility operations as 1<sup>st</sup> response during work hours and after hours in on-call
- Perform customer and production meter reading and recording duties.
- Perform meter setting, meter testing, and administrative record keeping for meter replacement and periodic testing program.
- Perform other related duties as required.

### **Qualifications:**

- High school diploma or equivalent, required.
- At least two years of experience in operating, adjusting, regulating and repairing and maintaining pumps, valves, motors and other related water and wastewater equipment.
- Must have a T-1, W-1, C-1 and S-1 NJDEP license or the ability to obtain within two years of employment.
- Valid driver's license, required.
- Mechanical aptitude a must.
- Ability to effectively communicate with others verbally and in writing in English.
- Computer skills including spreadsheet, word processing, and system IT applications.

**Physical Requirements:** The physical requirements described here are representative of those that must be met by any and all employee to successfully perform the essential functions of this job.

- Individuals must pass a company pre-employment physical and drug screen prior to commencing work.
- While performing the duties of this job, the employee is required to lift and carry up to 50 pounds unassisted, 100 pounds assisted, climb, crawl, stoop, reach, grasp, and stand.
- Work also emphasizes visual acuity, walking distances, hearing, and speech.
- Ability to work outdoors in inclement weather for extended hours.

**You can submit your resume by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.**

**Candidates must possess authorization to work in the United States.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**

**No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position, or are currently employed by Middlesex Water Company will be contacted.**