

TIDEWATER UTILITIES, INC.
- JOB OPENING -

DOVER, DE

Operations Assistant

Are we RIGHT for you?

The word RIGHT stands for what we VALUE: Respect, Integrity, Growth, Honesty and Teamwork.

Why join our team?

Tidewater Utilities, Inc. has been Delaware's premiere water company since 1964. We have created a work environment that promotes professional development and finding your passion. We understand the importance of our services and the individuals who uphold our reputation.

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 assistance, employee assistance program, and more. To learn more, please visit www.middlesexwater.com/tidewater-utilities

JOB SUMMARY: Responsible for assisting Operations Department in handling Department needs. Position will receive requests from various sources for field work that needs to be completed by the Operations Department. This position will report to the Director of Distribution. The successful candidate will be passionate about supporting and driving the Company's Values, RIGHT: Respect, Integrity, Growth, Honesty and Teamwork.

WORK PERFORMED:

- Receive new water service requests through WAM, create new service work orders, and complete the work orders in WAM once the service is installed.
- Receive calls from contractors, builders and developers concerning new services.
- Perform data entry, record keeping, and filing of statistics, reports and correspondence for Directors, Managers, and Superintendents within the Department.
- Prepare and distribute monthly reports and other reports as directed, e.g., progress reports for new services, maintenance and repair work, locates performed, the number of outstanding work orders, ect.
- Perform the duties of dispatcher for MWM.
- Assist Customer Service answering Delaware based customer inquiries.
- Initiate and track Miss Utility tickets through Dig Track.

QUALIFICATIONS:

- High School Diploma
- Good problem solving ability and analytical skills.
- Computer knowledge in database and spreadsheet applications.
- Ability to communicate in a professional manor both orally and in writing.
- Customer Service and Water Industry experience is desirable.

You can submit your resume by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 485 Route One South, Building C 4th floor, 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.