



Envirolink Ohio, Inc.

JOB POSTING

Director of Business Development and Operations
Ohio

Envirolink has 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:

The Director of Business Development and Operations directs and manages the overall activities of the company with the objective of ensuring the successful performance of Envirolink Ohio. In this role, the Director provides leadership and is responsible for bringing a dynamic, service-oriented, and proactive approach that supports long-term profitability, growth, and the sustainability of customer facilities. One of the key components of this position is to serve as the Company's primary authority and to provide a high-level of expertise on issues related to public works and utility management.

The Director provides the creative problem solving, civic-minded and continual performance improvements that are consistent themes within the management culture of the Company. The Director works with operational managers and program managers to effectively and efficiently distribute the resources of the company in operation and maintenance functions related to management of public works and utilities on behalf of the company's clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary responsibilities include the supervision of employees, the provision of safe and dependable water and wastewater services to customers, and the management of company facilities, including the following:

- Ensure that efficient and effective systems, processes, quality principles, and business controls are utilized within the organization.
- Ensure all customer expectations are met through delivery of high-quality and reliable service.
- Direct and manage the operations of the Company to guarantee compliance with environmental regulations and internal company policies and procedures.
- Provide strategic resource planning for the Company through involvement with the Program Managers and Operational Managers.



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- Ensure succession and development plans are in place for key management and professional positions. Develop and maintain an effective organization of talented personnel.
- Counsel collectively and individually with board members, maximizing their expertise and capacity, to benefit the company.

Business Development Activities

- Annually establish operating goals and objectives and report performance results to the Board. Develop appropriate business strategies to address regulatory developments.
- Participate in local community, professional, and industry organizations to maintain and enhance the Company's reputation in the community and the industry.
- Attend client meetings including board, council, commissioner meetings and report on activities or issues.
- Manage resource determination, costing, and other activities associated with preparing price proposals.
- Ensure that effective public relations and education programs are developed to educate and communicate with the public, media, and key external constituents.
- Monitor current and future environmental regulations of the Safe Drinking Water Act, Clean Water Act, and other legislation impacting customers.

BUDGETARY RESPONSIBILITIES:

- Responsible for developing and managing budgets both within the department and for assigned projects.
- Payroll timesheet review and approval, procurement, inventory management, and cost management.
- Preparation of annual and five (5) year budget plans.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experienced leader and innovative administrator who will embrace the vision and drive the mission of the company.
- Possess creative problem solving, civic-minded, and continual performance improvements characteristics that embody the management culture of the Company.
- Competent coordinator who is able to organize a team of resources to meet multiple deadlines while fostering an atmosphere of empowerment and cooperation.
- Ability to foster an attitude that promotes a proactive approach with an emphasis on quality.



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- 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 understand and apply situational leadership.

MINIMUM POSITION QUALIFICATIONS:

- Bachelor's degree in Engineering, Science, Business, Management, or Public Administration preferred.
- Knowledge and experience working with public works and utility management best business practices.
- Significant executive-level management experience with a background in business development or business operations.
- Class III Wastewater License and the ability to obtain a Grade IV license within a reasonable time frame.
- Ohio Grade A Certification and/or five (5) years in the water / wastewater industry preferred.
- Exceptional communication skills required, including demonstrated fluency with influencing through writing and speaking.
- Proven strong leadership qualities and abilities.
- Must be able to complete and successfully pass a pre-employment criminal background check.

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
- 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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