



# Job Opportunities

## Help Wanted

### **City of Alexandria, LA Superintendent, Water**

**Annual Salary: \$59,092.80 Grade: 33 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.**

**Benefits Offered:** 19.38% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered. Examination is announced to establish an employment list to fill 1 vacancy in the Water department and future vacancies as they occur.

### **Kind of Work**

The purpose of this classification is to perform administrative and technical work at the management level, overseeing construction projects, maintenance activities and general operations of the Water Department for the City of Alexandria. This position is subject to 24-hour call.

### **Minimum Applicant Qualifications:**

- Bachelor's Degree from an accredited college or university in Civil, Chemical, or Environmental Engineering or related field; supplemented by seven (7) years of progressively responsible supervisory experience in water utility management, contract administration, water system design and construction or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Preferred to possess and maintain Class IV certification in Water Production, Distribution, and Treatment; may be required to obtain and maintain additional certifications and/or training as deemed necessary.
- If not previously certified, may be required to obtain Class IV certification in Water Production, Distribution, and Treatment as soon as practicable.
- **Must possess a valid driver's license. Will be required to obtain a valid State of Louisiana driver's license at time of appointment and a valid State of Louisiana Class D driver's license within 60 days and maintain throughout employment for this classification.**

**Work Schedule:** 40 Hours per week, Subject to 24-hour call

### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. Examination notices will be sent out via email with a testing date, time, and location. Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application. Accepting applications: Until filled**

**APPLY ONLINE AT [WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

Civil Service Department Ph. (318)449-5078, Fax (318)449-5232, Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)

The City of Alexandria is an Equal Opportunity Employer.

Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

### **City of Alexandria, LA Superintendent, Wastewater**

**Annual Salary: \$59,092.80 Grade: 33 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.**

**Benefits Offered:** 19.38% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered. Examination is announced to establish an employment list to fill 1 vacancy in the Wastewater department and future vacancies as they occur.

### **Kind of Work**

The purpose of this classification is to perform administrative and technical work at the management level, overseeing construction projects, maintenance activities and general operations of the Wastewater Department including the treatment facility, system lines, manholes, sewer pump stations and storm water pumping system, for the City of Alexandria. This position is subject to 24-hour call.

### **Minimum Applicant Qualifications:**

- Bachelor's Degree from an accredited college or university in Civil, Chemical, or Environmental Engineering or related field; supplemented by seven (7) years of progressively responsible supervisory experience in wastewater operations, to include sludge handling and disposal, contract administration, wastewater rehabilitation processes and related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain Class IV certification in Wastewater Treatment and Collection; Will be required to obtain and maintain additional certifications and/or training as deemed necessary.
- **Must possess a valid driver's license. Will be required to obtain a valid State of Louisiana driver's license at time of appointment and a valid State of Louisiana Class D driver's license within 60 days and maintain throughout employment for this classification.**

**Work Schedule:** 40 Hours per Week, subject to 24-hour call

### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. Examination notices will be sent out via email with a testing date, time, and location. Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.**

**Accepting applications: Until filled**

**APPLY ONLINE AT [WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

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Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

### **City of Alexandria, LA *Water Plant Operator, Water***

**Annual Salary Range: \$31,865.60 - \$44,324.80 Grade: 19 (Pay rate to be determined by level of certification(s) possessed.)**

**Benefits Offered:** 19.38% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Water department and future vacancies as they occur.

#### **Kind of Work**

The purpose of this classification is to operate, monitor, and maintain water production and treatment systems and related equipment to provide quality drinking water for public use in accordance with all established regulations, standards, and procedures. Work is performed under general supervision at the level allowed according to the certification held by the employee and training received; some tasks require direct oversight from Operators with a higher certification. This position is subject to 24-hour call.

#### **Minimum Applicant Qualifications:**

##### **DESIRED QUALIFICATIONS**

- Experience in water plant operations preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

##### **NECESSARY SPECIAL REQUIREMENTS**

- High School Diploma or GED.
- Must maintain a functional telephone and be capable of responding to the site within one (1) hour of being notified.
- Must possess the State of Louisiana Class IV Water Production and Class IV Water Treatment certifications prior to completion of a seven (7) year apprentice period.
- **Will be required to obtain a valid State of Louisiana Class D driver's license within one month of hire.**
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment for this classification.
- Pay rate to be determined by level of certification(s) possessed.

#### **Work Schedule:**

**12 hour shifts; includes weekends and holidays**

#### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application. Accepting applications: Until filled**

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# Job Opportunities

## Help Wanted

### **Hawkins Inc.**

### **WAREHOUSE ASSOCIATE**

### **ABOUT THE JOB**

Operate, handle and maintain production and warehouse equipment safely while achieving production and quality standards.

### **Responsibilities**

Handle, store and transport chemical materials during the process of operating, monitoring and controlling continuous and batch manufacturing processes.

- Manual and auto operation of production processes, using field controls and computer-controlled interface systems, adjusting variables such as temperature, pressure, feed rate, sampling, etc. in accordance with SOPs.
- Perform tank transfers, bulk truck or railcar loading/unloading, emptying or filling of containers, pump drums, dump drums, 50 to 100 pound sacks and supersacks as required.
- Accurately and completely fill out required paperwork including details such as process conditions, test results, instrument readings, shipping and receiving paperwork, plant data sheets, environmental reports, inventory sheets, inspection reports, etc. as required, either on paper or via computer.
- Provide routine maintenance to equipment and instrumentation, and help troubleshoot processes as needed.
- Perform or maintain housekeeping in assigned areas of the plant.
- Uphold Hawkins, Inc.'s standards for quality and safety through continuous improvement activities and adherence to applicable environmental, safety and health regulations and policies.

### **ABOUT YOU**

- High school diploma or equivalent required
- Minimum of 6 months experience as a chemical operator or equivalent experience required
- Effective communication and interpersonal skills required
- Ability to communicate (both written and verbal) complex and/or technical operations and procedures in terms easily understood by non-technical operators required.
- Ability to safely operate an industrial fork truck required
- Ability to comply with all mandatory Environmental, Health, & Safety and process specific training and participate as a member of the Emergency Response Team in Level A PPE required.
- Ability to achieve and maintain 40 Hour HAZWOPER certification required
- Basic computer skills and knowledge of MS Office required. Prior MRP or ERP experience preferred (JD Edwards a plus)

**Click on the following link to apply to learn more and apply:**

<https://recruiting.ultipro.com/HAW1003HAWK/JobBoard/0e422649-c0e9-4ebe-b9a0-a4e1754f803a/Opportunity/OpportunityDetail?opportunityId=c4f50886-be37-4b8b-8f73-91f4083075ab&sourceId=be3b47fd-50ef-4a32-bfa4-41ad71139029>

Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

### **Hawkins Inc.**

### **TECHNICAL APPLICATION SPECIALIST**

### **ABOUT THE JOB**

Based in/near our branch in **Sulfur, LA**, the **Technical Application Specialist** works closely with Hawkins team members who support water treatment chemical sales and technical service of existing and potential customers.

### **Responsibilities**

- Supports water treatment chemical sales efforts for industrial, municipal, and metal finishing markets.
- Conducts on-site product testing and selection for water treatment applications.
- Conducts "Coagulation Studies" for potable water products, wastewater product selection studies for municipal and industrial clarification, and sludge dewatering studies for municipal and industrial applications.
- Conducts coagulation and permanganate demand studies and makes treatment recommendations for iron filtration systems.
- Assists professional organizations by assisting in professional training seminars.
- Assists in developing new products and applications for Hawkins products and services.
- Conducts plant trials for potable water and wastewater applications.
- Troubleshoots customers' treatment systems and makes recommendations for performance improvement.
- Assists in training of Hawkins Water Treatment Group personnel in potable and wastewater applications.
- Assists the sales force in making potable water scale and corrosion treatment recommendations.

### **ABOUT YOU**

- A 2- or 4-year degree and/or 5 years of industry experience in the municipal and/or industrial water treatment markets
- Ability to travel 5 to 10 nights per month
- Ability to problem solve and work with team members and customers to resolve issues.
- Excellent communication skills and ability to work in the field autonomously
- Ability to obtain and maintain a valid driver's license with an acceptable driving record.
- Ability to lift and carry up to 25 pounds, stand/sit/climb, work in all weather conditions, and perform tasks requiring manual dexterity, turning, twisting, bending and stooping.

**Click on the following link to apply to learn more and apply:**

<https://recruiting.ultipro.com/HAW1003HAWK/JobBoard/0e422649-c0e9-4ebe-b9a0-a4e1754f803a/Opportunity/OpportunityDetail?opportunityId=704da063-c879-44d8-a34a-1b87cd4f8e00&sourceId=be3b47fd-50ef-4a32-bfa4-41ad71139029>

Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

### **Hawkins Inc**

### **SALES REPRESENTATIVE (WATER TREATMENT)**

#### **ABOUT THE JOB**

Based in/near our branch in **Sulfur, LA**, the **Sales Representative** will manage current accounts while developing new prospects to increase sales and profits. This individual is responsible for driving sales growth efforts through product and customer knowledge to identify opportunities to grow current product lines and add new product lines.

#### **Responsibilities**

- Establish and maintain customer relationships and build sales in the region
- Provide technical support for customers
- Perform customer needs assessments to cultivate additional business.
- Grow profitability of territory with pricing and additional products or quantity of current products
- Keep upper management informed of competitive developments in territory
- Complete monthly reports and market summary for territory
- Assist in developing our annual strategic plan for the territory
- Conducts on-site product testing and selection for swimming pool and municipal and agricultural water and wastewater treatment applications.
- Assist trade organizations by participating in professional training seminars.
- Conducts plant trials for potable water and wastewater applications.
- Troubleshoots customer treatment systems and makes recommendations for performance improvement.
- Assists customers making potable water scale and corrosion treatment recommendations.

#### **ABOUT YOU**

- Bachelor's degree in Business, Marketing, Chemistry, Chemical Engineering, or a related field, or equivalent experience
- 5+ years of professional work experience preferred in the municipal and/or industrial chemical field
- Competency with Microsoft Office Suite and other software
- Excellent verbal, written and interpersonal skills with a customer service focus
- Strong negotiation skills
- Demonstrated initiative, ability to work independently, and multi-task while meeting deadlines
- Ability to travel 5 to 10 nights per month
- Ability to obtain and maintain a valid driver's license with an acceptable driving record.
- Ability to lift and carry up to 25 pounds, stand/sit/climb, work in all weather conditions, and perform tasks requiring manual dexterity, turning, twisting, bending and stooping.

**Click on the following link to learn more and apply:**

<https://recruiting.ultipro.com/HAW1003HAWK/JobBoard/0e422649-c0e9-4ebe-b9a0-a4e1754f803a/Opportunity/OpportunityDetail?opportunityId=c1426f8a-008c-46a6-94ce-9b5617d51db5&sourceId=be3b47fd-50ef-4a32-bfa4-41ad71139029>

Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

### WATER OPERATOR NEEDED

East Columbia Water District is taking applications for full time Water Operator. The position is responsible for monitoring and maintaining the public water system in accordance with Louisiana Department of Health's requirements.

Responsibilities include but are not limited to:

- (1) Production – Service & maintain all components involved in the production and source of water including but not limited to pump maintenance & daily production.
- (2) Treatment – Operate & maintain plant and all of its components including but not limited to chemical feed, filters, testing/sampling and reporting.
- (3) Distribution – Maintain all phases of distribution including but not limited to pumps & pump controls, service connections, meter reading & meter maintenance and record keeping.

Applicant should be capable of confidently handling all equipment relevant to water analysis and identifying, troubleshooting, diagnosing, and correcting or replacing any issues that may occur in the field.

Qualifications:

Minimum requirements: High School Diploma or GED equivalency diploma, and a valid Driver's License.

Preferred requirements: The ability to operate an excavator or trencher and/or a Class 2 Operator Certification from Louisiana Department of Health in water distribution, water production and water treatment.

If applicant does not have Class 2 Operator Certification upon being hired it will be required to maintain the position.

If interested, please email resume to [hope.lueck@eastcolumbiawater.com](mailto:hope.lueck@eastcolumbiawater.com), fax to 318-649-2787 or drop off at our Office. The office is located at 190 Tank Street, Columbia, LA. Applications are available as well.

Posted: November 30, 2021

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# Job Opportunities

## Help Wanted

**Are you a water or wastewater operator eager to refresh your career?  
Apply with Midwest Water Operations!**

Midwest Water Operations, headquartered in Washington, Missouri, is a growing water and wastewater operations company. We hire skilled water and wastewater operators who are eager to work for a high-tech company that offers competitive benefits, a company vehicle and opportunities for advancement.

**Midwest Water Operations has immediate multiple openings for highly certified water and wastewater supervisors/managers in the Denham Springs and the Lafayette/Lake Charles/Baton Rouge, LA area.**

Our competitive compensation package includes:

- Training and support for advancement
- High-tech resources
- Competitive Salaries (\$30K- \$80K annually) with available overtime
- A company paid health insurance plan (100%)
- Dental and Vision insurance available
- Employee Assistance Program
- Positions that allow you to avoid the office and work from home / in the field
- Match retirement programs
- Paid sick time and paid vacation time
- The flexibility to set your own schedule and work in a variety of locations

Water and wastewater operations is manual work involving the maintenance and repair of water facilities and equipment.

**Preferred Qualifications include water and wastewater certification (Levels 2-4) for the state position serves.**

Knowledge, Skills and Abilities - Minimum Qualifications:

- Knowledge of safety standards and precautions related to water and/or wastewater operations
- Ability to use and maintain tools, equipment and computers associated with water and/or wastewater operations
- Ability to establish and maintain effective working relations with co-workers, clients, vendors and the general public
- A valid state driver's license
- Ability to be on-call evenings and weekends and to work long hours

Posted: October 11, 2021

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# Job Opportunities

## Help Wanted

**Are you a water or wastewater operator eager to refresh your career?**

**Apply with Midwest Water Operations!**

Midwest Water Operations, headquartered in Washington, Missouri, is a growing water and wastewater operations company. We hire skilled water and wastewater operators who are eager to work for a high-tech company that offers competitive benefits, a company vehicle and opportunities for advancement.

**Midwest Water Operations has multiple immediate openings for licensed operators in the Lafayette/Lake Charles/Baton Rouge, LA area.**

Water and wastewater operations is manual work involving the maintenance and repair of water facilities and equipment.

**Preferred Qualifications include water and wastewater certification (Levels 1-2) for the state position serves.**

Knowledge, Skills and Abilities - Minimum Qualifications:

- Knowledge of safety standards and precautions related to water and/or wastewater operations
- Ability to use and maintain tools, equipment and computers associated with water and/or wastewater operations
- Ability to establish and maintain effective working relations with co-workers, clients, vendors and the general public
- A valid state driver's license
- Ability to be on-call evenings and weekends and to work long hours

A person working in this job will need, on a daily basis, to:

- Perform heavy labor including walking long distances, standing, bending, stooping, reaching and digging
- Have the ability to work in confined spaces and wear appropriate safety equipment
- Grasp, lift, maneuver, rotate and otherwise use small to large hand tools
- Grasp, lift, carry and set down objects weighing up to 50 lbs.
- Grasp, turn, twist, pull, push, lift and otherwise move equipment, controls and parts weighing up to 100 lbs.
- Visually assess construction, maintenance and repair needs
- Climb and work from ladders and stairs
- Perform outside work in extreme weather conditions
- Be exposed to noise, dust, grease, smoke, fumes and/or potentially hazardous chemicals
- Read instructions, job orders, etc. and complete forms and write notice

Posted: October 11, 2021

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# Job Opportunities

## Help Wanted

Waterworks District No. 1 of Vermilion Parish  
Has an immediate opening for a  
**Water Operator**

Vermilion Parish Waterworks District No. 1 is taking applications for full time water treatment operator to work a regular 7:00am to 3:30pm schedule. The position requires the operator to work a regular 40 hour work week, with possible overtime nights, weekends, and holidays as needed. Class III certification is preferred. The applicant must also be able to pass a drug screen. Salary will depend on experience and qualifications.

Interested Applicants will need to send resume to  
[dale@wwd.brcoxmail.com](mailto:dale@wwd.brcoxmail.com)  
or  
[marla@wwd.brcoxmail.com](mailto:marla@wwd.brcoxmail.com)

**All Applications must be received by:**  
**November 12, 2021**

Waterworks District No. 1 of Vermilion Parish  
Is an Equal Opportunity Employer.

Posted: October 8, 2021

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# Job Opportunities

## Help Wanted



The Department of Utilities of St. Tammany Parish is seeking

### Utility Maintenance Worker II

(UMSII is an entry-level position with opportunity for advancement into other positions)

#### **Job Description:**

(Note: These examples are intended only as illustrations of the various types of work performed in this position.)

- Semiskilled work under the supervision of a supervisor in a large utility system, including operation and maintenance of equipment associated with the pumping and treatment of water and wastewater, water and sewer distribution lines, and other related work as required.
- Performs operational maintenance duties such as: painting, lubrication, piping repairs, checking and cleaning facilities, etc.
- Monitors and reads plant flow, pressure, vacuum and temperature gauges and adjusts such instruments as indicated.
- Assists in the operation and maintenance of equipment such as pumps, valves, and piping systems.
- A person in this classification must be able to stoop, climb stairs, lift heavy objects, and reach and climb in operating and maintaining plant facilities and equipment. This job requires working indoors and/or outdoors in all weather conditions, during emergency situations, and there is the possibility of working on call.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

High school Diploma or G.E.D. equivalency Diploma, and a valid Driver's License.

Note: Employment offer is contingent upon passing a background and physical check.

***Starting Salary: \$13.39 per hour plus benefits***

**If you are Qualified and Interested please visit our web site or Contact us:**

**<https://selfservice.stpgov.org/ess/employmentopportunities/default.aspx>**

21454 Koop Drive, Building "B"  
Mandeville, LA 70471  
985-898-3015  
jobs@stpgov.org

**Posted: August 16, 2021**

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# Job Opportunities

## Help Wanted



The Department of Utilities of St. Tammany Parish is seeking

Utility Water Operator 3

### Job Description:

- Monitor and maintain public water systems in accordance with Louisiana Department of Health (LDH) requirements which may include tasks such as:
  - Take samples needed to ensure compliance with regulations including:
    - Daily chlorine residual testing & Monthly bacteria testing
    - Quarterly/yearly water profiling as needed
  - Complete required paperwork needed for compliance
  - Schedule and perform distribution line flushing and test hydrants, Install hydrant meters
  - Assist in repairs at well sites, assist with repair of broken water mains
  - Operation and maintenance of water pumping equipment
  - Perform water quality investigations including testing and observations in response to customer complaints
- Required to maintain appropriate certification status, including continuing education courses
- A person in this classification must be able to stoop, climb stairs, lift heavy objects, and reach and climb in operating and maintaining plant facilities and equipment. This job requires working indoors and/or outdoors in all weather conditions, during emergency situations, and working on call.

### MINIMUM QUALIFICATION REQUIREMENTS:

- High school Diploma or G.E.D. equivalency Diploma, and a valid Driver's License.
- Minimum of four years' experience in relevant water / utility system. Must have a Class 3 Operator Certification from LDH in water distribution, water production or water treatment.

Note: Employment offer is contingent upon passing a background and physical check.

**If you are Qualified and Interested please visit our web site or Contact us:**

<https://selfservice.stpgov.org/ess/employmentopportunities/default.aspx>

21454 Koop Drive, Building "B"  
Mandeville, LA 70471  
985-898-3015  
jobs@stpgov.org

Posted: August 16, 2021

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# Job Opportunities

## Help Wanted

[Utilities Inc. of Louisiana](#) is seeking to hire full time Maintenance Workers, Field Techs, Water- Wastewater Operators in the in the Lafayette and Opelousas areas.

We offer competitive pay, opportunities for growth, development, and promotion, as well as an excellent benefits package and much more.

For a complete job description, minimum education, and experience requirements for each position, click on the links below.

- Water/Wastewater Operator I - [Lafayette, LA](#) & [Opelousas, LA](#)
- Field Tech I – [Lafayette, LA](#) & [Opelousas, LA](#)
- Maintenance Worker - [Lafayette, LA](#) & [Opelousas, LA](#)

Interested candidates are encouraged to submit their application today!

[Posted: August 6, 2021](#)

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## Help Wanted

The Louisiana Department of Health in Calcasieu Parish has immediate openings for entry-level sanitarians. Sanitarians conduct health inspections to help make Louisiana a cleaner and safer place to live. To apply, click here: [Sanitarian/Public Health Inspector 1-3 | Job Details tab | Career Pages \(governmentjobs.com\)](#)

[Posted: August 2, 2021](#)

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# Job Opportunities

## Help Wanted

<u>Position Title:</u> <b>Outside Sales/Application Engineer</b>	<u>Report To:</u> <b>Owner/Sales Manager</b>	<u>Salary Grade:</u> <b>DOE Salary + Bonus</b>
<u>Work Location:</u> <b>By Assigned Territory/Home Office</b>	<u>Function:</u> <b>Sales and Customer Support</b>	
<u>Job Summary:</u> <p>An outside sales/application engineer is responsible for solicitation of product sales within his/her assigned territory. This includes calling on established customers as well as finding new customers. Calls are made at the customer's place of business and/or via phone or other communication methods. This person works directly with engineering companies and end users and manufacturers determining the best product for any specific application. They work with inside sales to produce quotes and determine pricing. Success in this position is primarily measured by sales volume and customer satisfaction.</p>		
<u>Duties:</u> <p><b>A.. Sales Solicitation:</b></p> <ul style="list-style-type: none"> <li>• On-site visitation of established customers to maintain relationships and address any needs or concerns.</li> <li>• Active monitoring and awareness of relevant businesses within territories to solicit new customers and bid on new projects.</li> <li>• Participate in product trainings, contests, and promotions.</li> <li>• Report activities and review sales reports as required.</li> <li>• Maintain a customer database.</li> <li>• Participate in government bids and work with engineering firms to secure specifications for bids.</li> </ul> <p><b>A.. Application Work:</b></p> <ul style="list-style-type: none"> <li>• Work with customers and inside sales assessing needs for specific jobs and correct pump/equipment applications for jobs.</li> <li>• Work with inside sales doing application work.</li> <li>• Coordinate with inside sales for service work by communicating with customer to define the scope of work and submit information for scheduling and quoting.</li> <li>• Coordinate with inside sales for repair work by communicating with customer to define the scope of work and submit information for scheduling and quoting.</li> <li>• Work with inside sales to prepare repair analysis reports and submit to customer for follow up.</li> </ul> <p><b>A.. Sales Support/Customer Service</b></p> <ul style="list-style-type: none"> <li>• Prepare and review all quotes for accuracy and completeness and communicate any issues to inside sales and/or management as needed.</li> <li>• Troubleshoot and resolve customer issues and barriers to order completion.</li> <li>• Communicate with inside sales/shop manager and/or customers regarding order status.</li> </ul>	<u>Required Skills/Competencies:</u> <p><b>A.. Education/Experience:</b></p> <ul style="list-style-type: none"> <li>• BS in Mech or Civil Engineering preferred.</li> <li>• 4 years experience in a distribution or sales environment, preferably pumps and/or the municipal market.</li> <li>• Ability to read blueprints/schematics</li> <li>• Exp interpreting tech requirements pref</li> </ul> <p><b>A.. Computer Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of databases software.</li> <li>• Knowledge of MS Office programs</li> <li>• Knowledge of AutoCAD or similar program preferred.</li> <li>• Ability to learn software applications quickly.</li> </ul> <p><b>A.. Personality Traits/Leadership Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly organized and efficient.</li> <li>• Self-motivated.</li> <li>• Ability to multi-task and prioritize.</li> <li>• Ability to work independently as well as cooperatively.</li> <li>• Problem solver.</li> <li>• Ability to focus under pressure.</li> <li>• Ability to communicate clearly and efficiently in English both verbal and written.</li> </ul>	

Posted: July 1, 2021