

**Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary**

Meeting Date:
July 25, 2017

Agenda Item Number: G-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Discussion

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
Wastewater Utility Manager Position

Summary of Discussion:

Mr. Peter Rosasco to provide an update to the Board.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 0.00	1. Candidate Matrix 2. Reference Matrix
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____		
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____
General Manager



Date: 7-20-17

Wastewater Utility Manager position

Meets the following criteria:

- 1 - Minimum of 10 years' DIRECT utility supervisory/managerial experience (wastewater utility management preferred)
- 2 - Proficiency with MS Office and utility maintenance & operations software programs
- 3 - FDEP Florida Class 'A' Wastewater License or equivalent preferred
- 4 - Four year college degree in a field related to wastewater utility management (such as engineering) preferred

Name of Applicant	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Asdourian	Gibbs	Tobin	Heim	Majeska
Bert Warner	8+ yrs	technical software	No	some college	X		X		X
David Gaipo	22 yrs	MS Office	Yes	US Coast Guard Electrician A	X		X		X
Gary Hubbard, PE	25+ yrs	MS Office & CMMS	No	Master Engineering/BS Civil Engineering/South Carolina 'A' license	X	X	X		X
James Moore, PE	25+ yrs	MS Office	No	BS Chemical Engineering/Illinois Class 1 license	X	X	X		X
John Mzrozek	15 yrs	MS Office	No	BS Biology / Michigan Class A license		X	X		
Joseph Slevnik	17 yrs	MS Office	No	MS Food Science/BS Biology/Illinois Class D license			X		
Kevin Barber	No direct utility/25 yrs other	MS Office	No	MS Management Human Resources/BS Management Technical Operations/AS Mechanical & Electrical Technology		X			
Robert Smith	38 yrs	MS Office	No	New Jersey Grade 5-2 WWT Plant Operator certification	X		X		X
Thomas Romaele	12 yrs	technical software	Yes	certifications & some college		X			
Timothy Martin	17 yrs	technical software	Yes	Associates of Applied Science		X			X
Tom Pfister	25 yrs	technical software	Yes	certifications & some college				X	

NOTES:

- X is awaiting conversation with these applicants
- ~~strike through~~ - candidate withdrew application
- X change of selection by Commissioner

Wastewater Utility Manager position

	Bert Warner	David Gaipo
Current position	Retired	Area Manager, SUEZ New England operations
Results of Background Check	Clear	Unknown
References	<ol style="list-style-type: none"> 1. Larry Stoffer, President of Pipeline Maintenance Services. He has known Bert since 1989 and worked with him when Bert directed & coordinated their jobs for City of Dearborn. Bert was at the job site directing them to the location, assisting with routing of sewer lines and manhole repairs and managing the city workers. He is very personable and gets along with everyone. Bert is hardworking and very conscientious. He is a great leader. 2. Brian Fitzgerald, Superintendent of Transportation, City of Dearborn. He has known Bert for 25+ years. Bert was the Assistant Superintendent, but then took on additional supervisory experience when Brian retired in 2008. Bert was excellent at his job – he responded to calls regarding sewer back-ups, repairing water main breaks, he reviewed plans to locate manholes and handled excavating / digging projects. Bert works well with customers and gets along well with everybody. 3. Bill Zimmer, DPW Director, City of Dearborn. Awaiting response 4. John Bowman, Project Manager, CH2M Hill. John was Project Manager & Bert worked for him as Distribution Collection Supervisor in Pembroke Pines. He has known Bert for 2+ years. Pembroke Pines served 100,000 customers and Bert would organize the work to be done. He managed crew leaders and was responsible for ordering materials, working with inventory management systems and coordinating safety training/issuing PPE. He oversaw 16 to 20 crew members and was well liked by them. Bert was an advocate for his team when things were good, and he properly dealt with things when they were bad. He handled issues fairly. Bert is gregarious and is well respected by others. 5. Sean Moylan, Superintendent of Water/Sewer, City of Dearborn. Sean has known Bert for 27+ years. He was the Superintendent and Bert was the Field Supervisor. Bert handled himself well in all circumstances. He was good at dealing with citizens and at managing his crews. Bert scheduled daily activities for his crews and tended to emergencies. 	Candidate has not supplied the District with his references
Criteria 1	8+ years	22 years
Criteria 2	Technical Software experience	MS Office experience
Criteria 3	No	Yes
Criteria 4	Some college	US Coast Guard Electrician A
Availability	Interested in position and available in August	Unknown
Notes	Candidate would be driving down from SC; Candidate would like advanced notice for trip preparation	In an email dated 7/13/17, candidate stated that he missed a phone call from us and stated he is on vacation this week and next, but he could take a call on 7/14/17. HR asked him to call at his convenience. No further response has been received from candidate.

- Criteria 1 – Minimum of 10 years’ Direct utility supervisory/managerial experience (wastewater utility management preferred)
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 Criteria 4 – Four-year college degree in a field related to wastewater utility management (such as engineering) preferred

Candidates are listed alphabetically by first name

Wastewater Utility Manager position

	Gary Hubbard	James 'Jim' Moore
Current Position	Director of Utilities, Charlotte County	Assistant Director of Utilities, City of Tamarac
Results of Background Check	Clear	Clear
References	<ol style="list-style-type: none"> 1. Mark Vanagel, Director Project Development, United Water. He has known Gary for 20+ years, since Mark was Director of Operations for Hilton Head and Gary was an engineer. Gary has extensive experience in designing a WWT facility, from conceptual design to pilot testing. Gary works very well others. At the time they were working together, Mark was not sure if Gary supervised others, but knows he has since then. Gary is an excellent engineer. He is one of a few people that Mark respects for his knowledge and attention to detail. Gary was great with Excel and compiled complete analysis of projects. 2. Jay Nicholson, General Manager, Lexington County Joint Municipal Water & Sewer Commission. Jay has known Gary for 22+ years. At the time they first met, Gary was the Town Engineer consulting with them. He is a tremendous person. Works well with others, including citizens and council members. He is an all-around good person and great at developing staff. Gary is an excellent technical teacher. From what Jay has heard at some Utility Manager conferences, Gary is doing a wonderful job at Charlotte County. 3. Bill Watkins, former business partner. Bill's company operated WWT Plants and Gary was an engineer. He has known Gary for many, many years and together they formed Export Technologies, which operated in South America. Their clients were bottling companies and they performed waste minimization studies. South American economy got dicey, so they scaled the business back and let it close. Bill stated that Gary developed his supervisory experience at other places (after their company dissolved) but he knows that Gary has crews working for him. Gary is a very competent engineer and one of the best plant designers that he knows. 4. Angel Rivas, P.E., former employee. Awaiting response. 5. Bruce Bullert, P.E., current employee. Awaiting response. 	<ol style="list-style-type: none"> 1. Ray Gagnon, P.E., General Manager of Georgetown County Water & Sewer. Ray was Jim's boss at City of Tamarac and has known Jim for 10+ years. Jim is a 'thinking man' and is outstanding at what he does. Jim was part of Ray's inner circle team for problem solving. Jim oversaw the entire engineering team, and after Ray left the company, Jim oversaw the entire utility. He has a great working relationship with all levels of staff. Jim would be a great asset to any team. 2. Donald Eckler, P.E., President of Eckler Engineering. Jim was a client of Donald's firm, and he has known Jim for 10+ years. Jim is always on top of things and is well aware of business issues and needs. He was always prepared for meetings, having answers to questions, as well as solutions for every problem. Jim had an entire crew working for him and is well liked by all levels of staff. Jim would make a great Director as he is a good leader, with both private and public sector experience. 3. Richard Lorenz, Wastewater Superintendent, City of Tamarac. Awaiting response. 4. Dick Osantowski, P.E., Vice President of AECOM. Awaiting response. 5. Joseph Bernstein, President of Cryogenic Consulting Service. Awaiting response.
Criteria 1	25+ years	25+ years
Criteria 2	MS Office and CMMS experience	MS Office
Criteria 3	South Carolina 'A' License	Illinois Class 1 license
Criteria 4	Master Engineering/BS Civil Engineering	BS Chemical Engineering
Availability	Interested in position and available in August	Interested in position. He will be overseas from August 3 – August 17 and available after Aug 18
Notes	Candidate would be driving from Port Charlotte, FL; Mondays & Fridays are the best days for him to come down. It's challenging for him to take other days. He will do his best to accommodate the timeframe.	Candidate would be driving down from Tamarac, FL.

Criteria 1 – Minimum of 10 years' Direct utility supervisory/managerial experience (wastewater utility management preferred)
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 Criteria 3 – FDEP Florida Class 'A' Wastewater License or equivalent preferred
 Criteria 4 – Four-year college degree in a field related to wastewater utility management (such as engineering) preferred

Candidates are listed alphabetically by first name

Wastewater Utility Manager position

	John Mrozek	Robert 'Bob' Smith
Current Position	Environmental Quality Technician II, City of Port Huron	Municipal Department Head/Director of Water & Sewer Utilities, Borough of Sayreville
Results of Background Check	Clear	Clear
References	<ol style="list-style-type: none"> Sue Child, City Clerk of Port Huron. She's known John for 30+ years (he was already working for the City when she started there). She deals with record requests and must respond to the citizen within 5 days. Whenever she's needed something from John's department, he is one of a few employees that she can count on to respond quickly. John works in the next building over and she is not sure if he supervises anyone currently, but she has always enjoyed their interactions in meetings. John is very knowledgeable. Whenever complaints come in from citizens, John goes in person to meet with them and always sees the issue through to completion. He is very responsive and citizens always call back to say how much they appreciated him. If he's still employed there and chosen for our position, she will be sorry to see him leave. Eric Witter, Utilities Manager, City of Port Huron. He has known John for 5+ years. John is dedicated to his job and oversees the City pre-treatment program, as well as other programs. He is successful at managing projects. Eric stated I'd be better off talking with the Superintendent (Randy Studaker). John recently asked Eric for a reference after he was not selected for the Superintendent position (Randy is retiring). John was one of two internal candidates for the position but it was given to the other employee. John has about 29 years of experience and was the only other employee with an 'A' license (besides the outgoing Superintendent). The newly selected employee just recently got their 'A' license. Randy Studaker, Wastewater Superintendent, City of Port Huron. He has known John since 1988. John is the Environmental Quality Tech and is responsible for industrial pre-treatment & hazardous waste disposal. He wears a lot of hats there – filling in for Randy in his absence as the 'A' license go-to person. John has also supervised 20+ plant employees and stepped in as the Maintenance Supervisor. He is Randy's right-hand man. He has positive relationships with others and takes feedback well. John is a very solid team player. David Stoneberg, Shift Operator, City of Port Huron. Awaiting response. 	<ol style="list-style-type: none"> Alan Rogers, P.E., President Omni Engineering. Bob was the Project Manager at Picatinny Arsenal and Alan was the Principal Control Consultant for several jobs. He has known Bob for 8+ years. Alan automated the facility and Bob was the mastermind of figuring out other components. Bob was steadfast in running the organization and at managing personnel. He worked well with all, including senior management. Their client was the Federal government and Bob had to meet all their standards. He negotiated with the Feds to replace old lead pipelines and he de-commissioned an old plant. Bob was a good negotiator with vendors. He was involved in several infrastructure re-builds and modifications. Raphael (Ray) Hughes, President of Hughes Environment. They worked at several facilities together and he has known Bob for 20+ years. Bob is a good manager. He is direct and likes to get his point across, which sometimes comes off abrupt, but he has good intentions. He oversaw 10+ shift work employees. His employees know that work must be done and completed during their shifts. He is fair and he is good with council members. Bob is also a good friend of Ray's and they spend time together at hockey games outside of work. Mark Thomas, P.E., Woodard & Curran. Awaiting response. Dennis Yoder, P.E., Director of Engineering, Remington and Vernick Engineers. Awaiting response. Dave Guertler, Vice President Sales & Service, Municipal Maintenance Company. Dave was a vendor to Bob and has known him for 10+ years. Bob had an engineering mentality. Dave was not sure if Bob was a licensed P.E. but he sure had a rare quality of knowledge and professionalism. Dave did not work with Bob's superiors but he feels that people would speak very highly of Bob.
Criteria 1	15 years	38 years
Criteria 2	MS Office	MS Office
Criteria 3	Michigan Class 'A' license	Five NJ DEP licenses; Two Association of Boards of Certification licenses and one New England Waterworks Association license
Criteria 4	BS Biology	Several Advanced WWT & Water operations and supervisory courses
Availability	Interested in position and available in August	Interested in position and available in August
Notes	Candidate would be flying from Michigan	Candidate would be flying from New Jersey

Criteria 1 – Minimum of 10 years' Direct utility supervisory/managerial experience (wastewater utility management preferred)
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 Criteria 4 – Four-year college degree in a field related to wastewater utility management (such as engineering) preferred

Candidates are listed alphabetically by first name

Wastewater Utility Manager position

Timothy 'Tim' Martin	
Current Position	Chief Operator, Coral Springs Improvement District
Results of Background Check	Clear
References	<ol style="list-style-type: none"> 1. Scottie Soares, US Water. Scottie hired Tim 'on-the-spot' for the Pembroke Pines WWT Plant. He worked with Tim for about 7 months. They worked long days. Tim often stayed from one shift to the next to ensure a smooth transition. He ran labs, did monthly DMR and alkalinities. It was a 10mgd conventional (two 5mgd tanks centrifuge). Tim gets along with everyone and his customer service skills are great. Tim was an excellent operator and was very good at what he did. He gave proper resignation notice to them when he left for the Coral Springs job. 2. Jen, City of Ocala, Human Resources. She confirmed his employment dates of December 18, 2000 to June 4, 2009. He was the Water Facility #2 Manager. She cannot comment on anything else. 3. Tess, City of West Palm Beach, Public Records. She confirmed his employment dates of September 21, 2010 to February 13, 2014. He was the WWT Plant Superintendent. She sent a copy of the job description and a copy of his resignation letter. 4. Sharon McDonald. She has a personal relationship with Tim and has known him for 5+ years. She is familiar with his work and stated that he is a supervisor and gets along very good with others. He is detailed, honest, trustworthy and follows jobs through to completion.
Criteria 1	17 years
Criteria 2	Technical software experience
Criteria 3	Yes
Criteria 4	Associates of Applied Science
Availability	Interested in position and available in August
Notes	Candidate would be driving from West Palm Beach, FL. He has supplied us with 3 additional letters of reference to be included in his resume packet.

- Criteria 1 – Minimum of 10 years' Direct utility supervisory/managerial experience (wastewater utility management preferred)
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- Criteria 4 – Four-year college degree in a field related to wastewater utility management (such as engineering) preferred

Candidates are listed alphabetically by first name

Bert Warner

Summerville, SC 29483
naubertwarner5_6gr@indeedemail.com -

Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Manager

CH2MHILL - Pembroke Pines, FL - 2015-04 - 2015-10

I was employed with CH2MHILL in Pembroke Pines FL.

I'm the Manager of Distribution and Wastewater collection for the city utilities division

I started here May 18th 2015 and manage 18 employees in the daily O/M of this department and the other duties that come with position.

(Pop.155, 000).

05-18-2015 - 10-01-2015

75,000.00 Per year

I retired May 1st 2015 from Water and Sewer Department as the Assistant Superintendent for the City of Dearborn Heights, Michigan which I have been employed for 26.5 years in the Water and Sewer department, with the last 7 years in management

(Pop. 58,000)

01-09-1989 - 05-01-2015

95,000.00 Per year

Here is a list of some of my daily duties:

- Schedule projects and crews in water main repair, hydrant installation, repair, flushing, Water valve repair, replacement. Wastewater and Storm Sewer cleaning, CCTV inspections, repairs and replacement.
- Supervise Meter Department employees
- Time sheets.
- Schedule overtime
- Citizen complaints (water, sewer and meter department)
- Meet with the Director, Engineers and Supervisors to discuss future plans for the city's water and sewer system.
- Maintain records for Water Main Breaks, Sewer, Hydrants, Water Valves, and Water Samples.
- Preconstruction meetings
- Inspect new construction on water and sewer projects.
- Work with contractors and other utility on projects.
- Make adjustment to ongoing projects
- Safety programs
- Tailgate meetings
- Check on field crew daily and advise on ongoing projects
- Train and retrain employees
- Read and interpreting Water and Sewer Print
- Advise on locating water services, water mains, water gates and sewer mains.

- Work on budget for yearly review
- Enacting year budgets

- Interact with state and county on water, wastewater and storm water issues.
- Advise on Capital Improvement Project
- Purchasing and overseeing inventory and equipment

Office Equipment and Computer skills

- Word, Outlook, Windows 7, Arc GIS, Lap Top Computer, Copier, Scanner, Fax, Printer and Digital Camera

Heavy Equipment

- Operate Back-Hoe, Loader, Vector, Jet Truck, and Dump Truck and other equipment.

Driver license

- Florida CDL B Air Brake Endorsement - License # W656-672-65-130-0 EXP -04-10-2024

EDUCATION

California State University
2013-05

Annapolis High School
1984

David Gaipo

580 Wakefield Street
West Warwick RI 02893
P-401-821-5324
C-401-862-9338

Professional Profile

I have over 22 years of experience operating and managing water and wastewater treatment facilities including 22 years of progressive experience in water and wastewater technical program development and administration. I have demonstrated expertise in the assessment, re-engineering, and execution of process control programs to ensure facility compliance with regulatory mandates, along with a broad-based knowledge of complex water/wastewater treatment facility mechanical schemes and components and integrated, automated control systems. I have a reputation for expeditiously implementing start-up plans and optimizing operations across all facility systems performance areas including sophisticated collection, treatment, and discharge systems. Strong record of accomplishment in providing the cross-functional management skills that are critical to directing multi-site facilities.

Operations & Maintenance Experience

● 2007 – Present

SUEZ in North America

Area Manager, New England operations

- Overall responsibility for contract operations in Rhode Island and Connecticut providing technical and management support for 7 small to large wastewater treatment facilities ranging from 3.3 to 30 MGD (Newport, East Providence, Westerly, Warren, Stonington CT and Pawtucket Water treatment). As well as ensuring contract and environmental compliance, fiscal accounting and budgeting. Annual fiscal responsibility of \$17M.

● 2002 – 2007

AOS Operating Company

Area Manager, Massachusetts

- Overall responsibility for contract operations of facilities located on and near Cape Cod. With concurrent responsibilities as operations and capital improvement coordinator, implemented complete start-up/upgrade plans

EDUCATION

United States Coast Guard, Yorktown, VA,
Electricians
"A" School

University of Florida, WPCF Management

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

American Public Works Association
Construction Inspection Training

Principles and Practices of Wastewater
Treatment
(40 Hours; Community College of Rhode
Island)

Wastewater Treatment Plant Operations
(Massachusetts Maritime Academy)

Wastewater Treatment Facility Management
Skills Training (University of Florida)

Wastewater Operator,
Class 4, RI

Drinking Water Treatment Operator, Class
3T, RI

Certified Operator, Class 7C, MA

Drinking Water Supply Facilities Operator,
Class 2T, MA

Wastewater Treatment Plant Operator,
Class 2, CT

Wastewater Treatment Plant Operator,
Class A, FL

Drinking Water Treatment Plant Operator,
Class D, FL

Association of Boards of Certification,
Wastewater Treatment Operator, Class 3

CDL with Tank Endorsement, Class B
Water Environment Federation

New England Water Environment
Association

Water Environment Association

David Gaipo

580 Wakefield Street
West Warwick RI 02893
P-401-821-5324
C-401-862-9338

for complex water and wastewater systems following acquisitions or in accordance with upgrade obligations.

- Effected significant reductions in operating costs by implementing staff restructuring programs, addressing/rectifying liability issues, and executing process control changes that were aligned with DEM and EPA compliance mandates. Project included:

- Town of Coventry, CT

Project Manager, Wastewater Treatment Facility

- Ensured the execution of biomonitoring management procedures and mechanical systems operation for an activated sludge facility with rapid filtration effluent discharge.
- Prepared/authorized Discharge Monitoring Reports (DMRs).
- Implemented engineering upgrades, assessed and verified controls and developed evaluation reports that addressed on-going changes in discharge requirements.

- Town of Yarmouth, MA

Maintenance Supervisor and Project Manager, Septage Treatment Plant

- Provided direct support of staff operations in the execution of all maintenance and repair functions
- Implemented corrective and preventive maintenance programs to service various pumps, generators, boilers, variable speed drives including PLCs, HVAC systems, and plumbing and piping systems.
- Developed and supported budgets exceeding \$1 million and managed all documentation and record-keeping functions pertaining to expenditures for mechanical and operational applications. Also utilized PC applications to develop a comprehensive maintenance program that contributed to cost-control efforts and minimized system downtime.

- Village of Marston Mills, MA

Project Manager, Wastewater Treatment Plant

- Oversaw operations and ensured regulatory compliance for a rotating biological contractor (RBC) with regulatory reporting function and directed laboratory procedures.

● 1995 – 1996

Town of Westerly, RI

Operator, Wastewater Treatment Plant

- Executed operational directives, monitored systems and implemented corrective action plans for this 3.5 mgd activated sludge facility with chlorination/dechlorination capabilities and its collection system including seven pumping stations
- Maintained EPA and DEM logs and ensured operational compliance with NPDES permits
- Performed laboratory testing procedures

David Gaipo

580 Wakefield Street
West Warwick RI 02893
P-401-821-5324
C-401-862-9338

- 1993 – 1995

Rhode Island Convention Center, Providence, RI

Crew foreman and event coordinator in the setup and placement of equipment and scheduling events. Supervised an event staff to facilitate projects and ensure adherence to strict timelines. Also, maintained and repaired material transport equipment including forklifts, hydraulic lifts, and electric carts.

- 1988 – 1993 MILITARY

United States Coast Guard

Electricians Mate (1991- 1993)

Welder/Mechanic (1988-1991)



Manager Position for Key Largo Wastewater Treatment District

2 messages

Gary Hubbard <garymhubbard.pe@gmail.com>
To: kim.carpenter@klwtd.com

Tue, May 30, 2017 at 5:29 PM

Good Afternoon Ms. Carpenter,

I am interested in applying for the Manager Position with the Key Largo Wastewater Treatment District. I have attached my resume, references and additional information about my most recent experience.

Should you or your Board Members have questions or need additional information, please do not hesitate contact me. I look forward to hearing from you in the very near future.

Thank you for your consideration,

Gary Hubbard

Gary M. Hubbard, P.E. • 18158 Bracken Circle • Port Charlotte, FL 33948 • 803.960.8087 •
GaryMHubbard.PE@gmail.com

3 attachments

 **2017 Gary Hubbard Resume.pdf**
206K

 **2017 GMH Additional Information.pdf**
210K

 **2017 GMH References.pdf**
7K

Kim Carpenter <kim.carpenter@klwtd.com>
To: Gary Hubbard <garymhubbard.pe@gmail.com>

Wed, May 31, 2017 at 8:43 AM

Hi Gary,

Good morning. Thank you for your interest in the District. We will be accepting applications for the Wastewater Utility Manager position through May 31, 2017. At which time the posting will close and the process of reviewing all applications/resumes will begin. Therefore it may be a few weeks time before you hear anything back from us.

Thank you again for your interest. Wishing you a great day.

Best regards,

Kim Carpenter
Human Resources Manager
Key Largo Wastewater Treatment District
103355 Overseas Highway
Key Largo, FL 33037
Direct (305) 451-4019 x215
Secure Fax (888) 291-6443
[Quoted text hidden]

Gary M. Hubbard, P.E.

18158 Bracken Circle
Port Charlotte, FL 33948
garymhubbard.pe@gmail.com
803.960.8087

SUMMARY OF QUALIFICATIONS

- Ability to motivate and mentor staff to successfully achieve department goals and projects in a team atmosphere
- Experience in evaluation and determination of corrective action for water and sewer operational problems
- Strong communication skills to identify common sense solutions to resolve water and sewer service problems
- Able to develop and evaluate the most cost effective engineering design solutions while considering construction methods and possible funding sources for water and sewer service projects
- Development of funding programs for water and sewer systems including detailed rate studies, impact fee structures, tap fee schedules, revenue bonds, general obligation bonds, and federal and state funding programs
- Able to convey technical issues and concepts to the general public through public meetings and hearings
- Excellent working relationship with regulatory agencies

RELATED EXPERIENCE

**Charlotte County Utilities Department
Director of Utilities**

2015-Present

- Oversee all divisions of the Utilities Department with an annual budget of \$83.2M and 237 employees.
- Engaged KPMG, Inc. to conduct an operational audit identifying 45 initiatives to improve the efficiency and operations of the Utilities Department resulting in a 2016 National Association of Counties Excellence Achievement Award.
- Improved employee morale with progressive ideas and programs.
- Improved public perception with continual outreach to organizations, participating in two hour radio talk shows, authoring numerous newspaper and magazine articles and personally addressing concerned citizens and customers.
- Developed an equitable line extension program for extension of water and sewer service to citizens of the county in conjunction with the Utilities Department program to convert 27,000 septic tanks in the service area to central sewer. The first year of the program generated 127 new line extensions.
- Established a construction group within the Utilities Department to assist with septic to sewer conversions and the line extension program.
- Developed a funding model to support the septic to sewer conversion program depicting how the program could be successful without a rate increase.
- Actively involved in the Utilities Department's aggressive Capital Improvements Program to install the county's first vacuum sewer system to provide service to 2,450 properties and the installation of large diameter gravity sewer to transmit the wastewater to the utilities' largest water reclamation facility.

**Charlotte County Utilities Department
Operations Manager**

2014-2015

- Oversee the operations portion of the utility consisting of the Treatment Facilities Division (4 Water Reclamation Facilities and one Water Treatment Facility), Water Distribution Division (1,400+ miles of water mains) and Wastewater Collections Division (900+ miles of sewer mains and 300+ sewer lift stations) with 127 employees and an annual operating budget of \$30.4M.
- Development of a \$1.6B Replacement and Rehabilitation program to address all underground assets.
- Asked to step into the Directors position after one year of employment with the county,.

City of Cayce

Assistant Director of Utilities/Superintendent Treatment Facilities

2010-2014

- Serves as the Director of Utilities in his absences.
- Preparation of annual operating budgets for all Utility Departments. In excess of \$10,000,000 for FY1314.
- Provides general, financial, technical and operational expertise for all Utility Departments operations.
- Develop, evaluate and implement solutions for operational problems.
- Provide overall direction for the Utilities Department safety and risk management programs.
- Oversee the operations of the City's 9.5 MGD Water and 25 MGD Wastewater treatment facilities.
- Direct supervision of 21 employees including assistant supervisors, treatment operators, maintenance technicians and laborers associated with the treatment facilities.
- Preparation of \$ 1,351,000 water treatment plant and \$ 2,287,000 wastewater treatment plant annual operating budgets.
- Authorized Representative for the City in regard to all SCDHEC documents.

dba Gary M. Hubbard, P.E.

2002-2010

- Resolve permitting and compliance issues for public and private water and wastewater systems with appropriate regulatory agencies
- Development and preparation of construction drawings and documents for public and private water and sewer systems
- Provide design and evaluation services for a national equipment manufacturer

Export Technologies

Vice-President

1995-2002

- Provided direction for design/build services for government and industrial clients in Central and South America, including business development and client contact
- Direct supervision of engineers, technicians and drafting personnel in design of water and sewer projects
- Onsite supervision of construction activities associated with industrial wastewater treatment facilities for Coca-Cola
- Onsite startup and training of local personnel/operators for the operation of wastewater treatment systems

Hubbard Engineering Associates

Owner/President

1990-1998

- Direction of firm's activities, including business development, client contact, and direct supervision of engineers, technicians, survey crews and drafting personnel in design of water and sewer projects and private residential and commercial site development projects
- Completion of over 170 public and private water and sewer projects and 150 private development projects

Hussey, Gay, Bell & DeYoung, Inc.
Senior Environmental Engineer

1987-1990

- Provided business development and oversight of water and sewer projects in Savannah and Columbia Offices
- Development of conceptual/process design solutions for water/sewer projects including project funding
- Provided guidance and direction for design engineers, engineering technicians, drafting personnel, survey crews, and resident inspectors for water/sewer service and treatment design projects

B. P. Barber & Associates

Civil/Environmental Engineer

1982-1987

- Process/design engineer with a strong emphasis on financing of design project and subsequent financial management relating to operation of the water/wastewater systems.
- Provided link between attorneys, accountants, bond counsel and bond underwriters for successful completion of design project.
- Provided guidance and supervision of design engineers, design technicians, drafting personnel, survey crews and resident inspectors relevant to design and construction projects.

EDUCATION and PROFESSIONAL REGISTRATIONS

Clemson University: Clemson, S.C.

1982

Masters of Engineering Studies/Environmental Systems Engineering

Clemson University: Clemson, S.C.

1980

Bachelor of Science, Civil Engineering

Licensed Professional Engineer, South Carolina Registration No. 11121

Licensed "A" Water Treatment, South Carolina Operator No. 6460

Licensed "A" Biological Wastewater, South Carolina Operator No. 14481

REFERENCES

Available upon Request

Additional Information

I want to take this opportunity to share additional information about myself and express my interest in becoming the Manager for the Key Largo Wastewater Treatment District. To give a better feel for my management style, I will expand on my approach to situations I have faced in my current position in Charlotte County and previous former position with the City of Cayce.

Charlotte County Utilities Department, Florida

- **Employee Morale.** When I first arrived in Charlotte County, employee morale in the Utilities Department was at an all time low. I established a quarterly "Backhoe Rodeo" for the field crews (approximately 80 employees). The event consisted of a steak lunch, golf chipping contest, horseshoe tournament and, of course, the Backhoe Rodeo with three backhoe skill challenges. The top three winners went to the FSAWWA Annual Conference that year and one employee was the State winner. I funded one half of the meal and my superintendents and supervisors funded the other half of the meal.

I made a point to spend as much time as I could with our field crews and treatment facilities staff to get to know the employees on a first name basis and be involved with their work effort. Mostly this was a listening experience to learn how to improve the work environment. As a result, we allowed field crews to use reflective T-shirts and provided sun hats, if the employee desired.

I started an "Employee of the Quarter" awards program for the Operations Division and the winner received an administrative day off and recognition in the employee's personnel file. Since becoming the Director, I expanded the program to all Utilities Department employees.

I started sending birthday and Christmas cards to Operations Division employees and now all Utilities Department employees. I handwrite a short note in each card. It is amazing that such a small gesture has had very positive results. All done at my own expense.

I started "Breakfast with the Director" shortly after becoming the Director. I see 5 or 6 employees each Wednesday morning. The format is a relaxed discussion both professional and personal over morning snacks. With 237 employees in the department, it gives employees a chance to meet other employees and a chance to get to know me personally. It also allows me the opportunity to personally touch base with each employee every year. We discuss ways we can improve the department, simply work efforts and reduce paper work. These meetings have been very successful and numerous employee suggestions have been implemented.

- **Public Perception.** Upon arrival in Charlotte County as Operation Manager, public perception was terrible with only negative press and a small group of citizens calling for a forensic audit of the Utilities Department. A forensic audit implies criminal wrong doing, which, of course, was incorrect. An operational audit was performed with the help of KPMG, Inc. identifying 45 initiatives to improve the performance of the utility. After the audit, I was promoted to Utilities Director and oversaw all 45 initiatives into completion. Some of the programs developed as part of the audit are now being used by all county departments and The Utilities Department has been recognized at the national level.

Charlotte County Utilities Department, Florida (Continued)

In the fall of 2015, I began a speaking tour and hosted several 2 hour live radio programs in order to discuss with local organizations a new line extension program for the utility. The new line extension program would provide new service to customers where all customers would pay the some cost for the service. The old line extension program charged the customers the actual cost of the extension, which made extending services to customers very expensive. The new program was well received and the Board of Commissioners approved the program in January 2016 along with the establishment of a construction group in the Utilities Department to extend services. The new program has been very successful with 127 new line extensions in the first year of the program.

I have developed a good rapport with the local newspaper staff resulting in mostly positive press and have had feature articles written in two local magazines (Harbor Style- April 2017 & Harbor Happenings- Spring 2017). The most vocal citizen originally calling for a forensic audit of the utilities department complimented my efforts of communication and transparency at a recent Board meeting. I correspond with this citizen by email on a weekly basis.

- **Water Quality Initiative.** One of the major issues facing Charlotte County is the proliferation of septic tank systems in the county. The majority of Charlotte County has been platted with quarter acre lots at sea level on sandy soils ... not an ideal situations for septic tank systems. There are 27,000 septic tanks in the utilities' service area generating nearly 4 MGD and 1 ton of nitrogen of septic effluent. While the development density is still relatively low, it has been documented that the septic tank effluent is affecting the waterways and Charlotte Harbor, which is part of the national estuary program. With the cost to convert the existing septic systems to central sewer ranging from \$16,000 to \$30,000 per existing home, the key to implementing a central sewer system is keeping the cost per home affordable.

I have recommended a cost of \$11,500 per home to fund the sewer expansion program. The Utilities Department would offer financing terms to existing homeowners keeping the monthly cost to the customers to less than \$45 per month. I developed a funding model, which demonstrates that the sewer expansion program would remain fiscally positive for the first ten years without an increase to the monthly user rates and connect approximately 1,000 existing homes to central sewer each year.

To augment the water quality initiative, Florida Atlantic University and Western Michigan University are participating in a private public partnership to document the affect of septic tank systems and the changes to the local waterways and Charlotte Harbor over time. This is part of the public participation program to educate citizens of the need to replace septic tank system with centralized sewer.

City of Cayce, South Carolina

- **WTP – Brown Water.** The City had experienced years of brown water in the water distribution system resulting in numerous daily customer complaints. I enjoy cooking, so I scheduled a dinner meeting with the water treatment staff to discuss ways to address the problem while we enjoyed a low country shrimp boil. Three months after joining the City, the brown water problem was resolved by working with the plant operators. To thank staff for their efforts and contributions to solve the problem, I prepared an authentic spaghetti dinner with homemade sauce for the water treatment staff. I personally funded both meals at no expense to the City.

City of Cayce, South Carolina (Continued)

- **WWTP – Staffing Plan.** When I joined the City, the wastewater treatment staff was working five days a week with one operator working overtime on the weekends to maintain regulatory compliance. Due to the safety issue of having only one operator on site during the weekends, I proposed to the operations staff that we split the staff into two operations teams with each team working four ten hour days to provide seven days of coverage for the facility. While staff did not like the schedule I had proposed, they did present an alternate four ten hour day work schedule that I could agree with. The operators continue to enjoy having a long weekend every other weekend with the new work schedule.
- **Utilities – Mentoring Program.** As one of the conditions of employment with the City, I was required to obtain “A” water treatment and wastewater treatment operator licenses. During this process, I developed and fostered a mentoring program to assist employees with obtaining advanced operator licenses. One the water treatment operators had been a “B” operator for 15 years ... he passed the “A” exam in December 2013. Another operator and I studied a couple hours a day two days a week for six months before he passed his “A” wastewater treatment operator’s exam. One operator studying online for his Masters Degree in Occupational Health and Safety, I promoted to Safety Specialist for the Utilities Department and currently serves as the Safety and Risk Manager for the City.
- **WTP - Lime Silo Feed System.** When I first joined the City of Cayce, the operators had a problem maintaining a consistent finished water pH due to the 1 inch diameter lime slurry lines clogging all time. This would require the operators to flush the feed lines at least twice per shift and to periodically replace the feed lines. The lime silo is approximately 100 yards from the injection point, which further complicated the problem. To solve the problem, we installed $\frac{3}{4}$ inch diameter feed lines to increase the velocity in the feed lines and reduce deposition of lime in lines. We also installed a valve arrangement on the discharge side of the feed pumps to flush the lines with a weak chlorine solution. These changes greatly reduced the need to flush the lines and the lines never needed replacement.
- **WTP - Raw Water Reservoir Cleaning.** Raw water is pumped from the Congaree River to a 17 MG reservoir and then subsequently pumped approximately 3 miles to the water treatment plant. At times, the river water is very turbid due to rainfall events up river resulting in $\frac{3}{4}$ of an inch of solids deposition in the reservoir per year. The reservoir has a synthetic liner eliminating the use of heavy equipment to clean the reservoir. To solve the problem of cleaning the reservoir, we installed a fire hydrant on the raw water transmission line, used a fire truck to boost water pressure and washed the reservoir bottom to one corner. The silt and mud were then pumped to a nearby lift station and sent to the WWTP. We worked 6 days a week for two weeks to clean the reservoir. I worked with the operators each day in the reservoir during this time. When we completed the cleaning effort, we installed a HDPE pump sump to assist with future cleaning of the reservoir.
- **WTP & WWTP – CMMS System.** With a new 25 MGD wastewater treatment plant under construction, I pushed for the implementation of a computerized preventive maintenance software system and hired the City’s first maintenance technician changing a reactive atmosphere to a proactive mentality. The maintenance technician is using “Advanced Preventive Maintenance Management Software” by Software for Water - Water Resources Management to help maintain the City’s equipment now.

City of Cayce, South Carolina (Continued)

- **WTP - Powdered Activated Carbon Feed System.** The water plant has a powdered activated carbon (PAC) feed system to control seasonal taste and odor problems. As part of our efforts to control the formation of disinfection byproducts, we installed a PAC feed system at the raw water reservoir for the removal of TOC during the time the water is in the transmission line to the water treatment plant, which is approximately 3 hours. The feed system consists of a tote with a small mixer, a chemical feed pump and existing chemical feed lines located at the reservoir. Operators add the PAC to the tote twice a day to maintain a 6 mg/L feed rate. The addition of the PAC system at the reservoir increased the removal of TOC from 35% to approximately 55% and reduced the need to feed PAC at the water treatment plant. Plans are to install a bulk PAC feed system at the reservoir in 2014.
- **WTP - Powdered Activated Carbon Jar Test Studies.** To complement our PAC feed program at the raw water reservoir, we obtained PAC samples from the various manufacturers to determine the best PAC for TOC removal and to determine the optimum feed rate. Nine PAC samples were tested in the water plant laboratory using jar tests to simulate the 3 hour contact time in the raw water transmission line. Each PAC was tested for TOC removal rates at feed rates from 2 mg/L to 20 mg/L. It was determined that the optimum feed rate was 6 mg/L of PAC.
- **City Wide – Safety Rewards Program.** The Utilities Safety Specialist and I developed an incentive based safety rewards program for all City employees. The rewards program is based on a BINGO game that rewards employees for teamwork within departments and has received state-wide recognition.
- **WWTP - Cleaning Old Aeration Basins.** As part of the close out of the old wastewater treatment plant, the cleaning of the four old aeration basins was not included in the demolition construction project. The old aeration basins were concrete lined basins with 2 to 1 side slopes. After the mixed liquor was pumped to the new WWTP, we found the basins were full of grit and heavy sludge. To remove this material from the basins, a sump was cut into the bottom of each basin and the heavy sludge was pumped to the head works of the new facility. The remaining grit and sludge was removed by a small rental front end loader and then hauled to the landfill. The operators and I took turns operating the small front end loader. Driving a front end loader up and down the 2 to 1 slopes was at times scary to say the least. This process took two months with approximately 1,000 tons of grit and sludge hauled to the landfill.
- **WWTP – Startup of the New BNR plant.** As part of the startup of the new wastewater treatment facility, all new laboratory bench sheets had to be developed for control the BNR process and for NPDES reporting. The development of the bench sheets has been a work in progress. We have a staff meeting once a week to discuss the performance of the plant, address operational or equipment problems that have arisen and to brainstorm on ways to improve the overall operation of the new facility. Sludge polymer cost was reduced by 15% through these efforts and City Council recently gave approval to a new sludge disposal method for complete reuse the WWTP sludge and save a minimum of 20% over current landfill disposal cost.
- **City Wide – Budgeting Methodology.** The City's previous budget process included a combination of spreadsheets and word documents that were not interactive. For FY1314, I developed a new computerized budgeting program that was used by all City departments. The new budgeting system reduced errors and greatly simplified the budget process.

City of Cayce, South Carolina (Continued)

- **Utilities – Divisions Restructuring.** As part of FY1314 planning for Utilities, I sponsored the development of a restructuring program for the Utility Department divisions to improve operating efficiencies resulting in two new divisions, Customer Services and Septage & Grease.
- **WTP - Ortho/Poly Phosphate Bulk Feed System.** The original phosphate feed system at the water treatment plant consisted of a tote and chemical feed pump. We recently installed a bulk feed tank to reduce phosphate shipments, reduce phosphate costs and improve the safety of the operators. This work was done in house by the operators and myself.
- **WWTP - Septage and Grease Processing Facility.** A new septage and grease processing facility was constructed from the old wastewater treatment facility clarifiers and began operations in the spring of March 2014. As part of the process to open the new facility, I modified the City's Sewer Use Ordinance to improve the pretreatment program, developed a FOG control program and established the necessary administrative and billing programs and policies for the City.

If there was one thing being in business for myself has taught me, it would be that there is always a solution. Sometimes more than one, but it takes an effective leader to persuade others and lead them to the best solution for everyone. I have a history of being that leader, in any position I have held throughout my career.

Please feel free to contact my references; in fact, I encourage you to do so. I have forged strong and long lasting bonds with people I have worked with based upon mutual respect and integrity. I would do the same for the Key Largo Wastewater Treatment District.

Gary M. Hubbard, P.E.

**References
for
Gary M. Hubbard**

Professional

Mr. Jay Nicholson, General Manager (Former Client)
Lexington County Joint Municipal Water & Sewer Commission
PO Box 2555
Lexington, SC 29071
(803) 359-8373

Mr. Mark Vanagel (Former Client)
Director Project Development
United Water
1 Whispering Pines Court
Hilton Head, SC 29926
(843) 247-2472

Mr. Bill Watkins (Former Business Partner - Retired)
226 Hickory Hill Road
Lexington, SC 29072
(803) 622-6099

Mr. Angel Rivas, P.E. (Former Employee)
American Engineering Consultants, Inc.
PO Box 2299
Cayce, SC 29171
(803) 606-5294

Mr. Bruce Bullert, P.E., Engineering Services Manager (Current Employee)
Charlotte County Utilities
25550 Harborview Road
Port Charlotte, FL 33982
(941) 764-4509



General Manager Job at Key Largo

1 message

james moore <moore8630@bellsouth.net>
Reply-To: james moore <moore8630@bellsouth.net>
To: Kim Carpenter <kim.carpenter@klwtd.com>
Cc: Andy Tobin <andy.tobin@klwtd.com>

Mon, May 8, 2017 at 7:07 PM

Dear Ms. Carpenter,

I have attached an updated Resume with updated references and copies of my Professional Engineering Licenses and Wastewater Licenses in Illinois. I want to tell you that I have a very deep understanding of Activated Sludge Wastewater concepts and taught it to my operators and supervisors at my facility in Morris, Illinois. I may be one of the only people to score 100% on the Class K Wastewater Test and obtained my Class 1 Wastewater Treatment Works Operator License in 2001 in Illinois which allowed me to run the largest wastewater plants. I can match wits with the best in the business and can get down to basics with the operators and would be happy to demonstrate my true passion for this side of the business which many engineers shy away from. I have looked at microorganisms under the microscope and been involved with calculating F/M ratios and sludge age along with designing pump stations and all other parts of a WWTP. I reviewed the design of a new Activated sludge WWTP at Morris, Illinois that cost \$16,000,000 in 1990 dollars and had a Westinghouse DCS in this facility which was highly advanced in 1990. I personally set all the Weirs in this plant with two operators. This plant was designed to treat 20,000 # BOD/Day which is equal to a city of 100,000 people. Yes, I Know wastewater!

I was hired by URS because I was recognized as one of the sharpest engineers and managers involving both Activated sludge WWTP's and Industrial Wastewater Treatment and they wanted my expertise to try to land the O&M of the large BP Refinery in Whiting, Indiana. This Activated WWTP is designed to treat oily wastewater with a design capacity of 26 MGD and can go as high as 31 MGD. Richard Osantowski at AECOM knows my abilities well and I touched base with him today. I can certainly leverage my relationship with Dick and have his organization of 100,000 available as needed on just about any problem known to man. Dick Osantowski is a prince of a man who has been in the wastewater business 42 years and is a month younger than me. See we never retire and love this line of work!

At the City of Tamarac, I have been the Asst Director for 13.5 years and have learned the municipal side of the Utilities business. My old boss Ray Gagnon is the Executive Director of Georgetown County Water and Sewer District in SC. I have not talked to him in 5 years but he saw something in me and hired me in 2003.

So I think I have the rare skill of being able to converse with the operator and the CEO or in this case Board of Directors and welcome the opportunity to do so. Wastewater was my first love in this business and I want to return home to it to finish my career.

Sincerely,
James T. Moore
8630 Banyan Court
Tamarac, FL 33321
954-593-5735

2 attachments

 **JTMResume 05-07-17.doc**
52K

 **DOC050817.pdf**
4758K

James T. Moore

8630 Banyan Court ♦ Tamarac, Florida 33321 ♦ (954) 593-5735 ♦ Moore8630@Bellsouth.net

HIGHLIGHTS OF QUALIFICATIONS

- ♦ Resourceful and quality-focused manager with extensive experience directing, managing and supervising city utility functions, plant operations, and health, safety, and environmental (HSE) functions.
- ♦ Self-motivated leader with demonstrated success in managing teams, improving customer service with cost effectiveness and efficiency, and ensuring regulatory compliance.
- ♦ Recognized as the city expert regarding the efficient management of Utility Water and Wastewater Operations and company expert at Air Separation Plants and Wastewater Treatment Plants (WWTP).
- ♦ Computer proficiency includes Sungard Naviline, MS Word, Excel, Powerpoint and Outlook.
- ♦ Proven capabilities are applicable in several areas, including:

Public Utilities Management	Environmental Compliance	Safety Programs & Training
Project Management	Customer Focused	Budget and CIP Preparation

PROFESSIONAL EXPERIENCE

CITY OF TAMARAC, Tamarac, Florida 2003-Present

Assistant Director of Utilities until April 15, 2017 Now Utilities Engineer

- Directed all Utilities Operations with a \$26 million annual budget with 60 FTE's including a Water Treatment Plant (16 MGD), Water Distribution with over 19,500 connections and Wastewater Collection with 85 Pumping stations. Knowledgeable of Water Use Permits and NPDES Permits.
- Served as Acting Water Plant Supt from 2014-2016 in addition to Asst. Dir of Utilities duties.
- Designed, permitted, and completed fourteen (14) wastewater pump station rehabilitations saving the City over \$1,000,000.
- Project Manager for Capital Improvement Projects in fiscal years 2004-2017 totaling over \$40 Million which included a new 2 million gallon water storage tank and high service pumps, a new 350,000 gallon clearwell, a new 500,000 gallon filter backwash basin, 900 #/Day Sodium Hypochlorite generator, replacement of over four miles of water and wastewater mains, wastewater I&I, pipe bursting projects, and other major wastewater and water plant improvements.
- Project Manager on seven filter rehabilitation projects including 6 package filters and a Greenleaf filter.
- Responsible for the Annual Budget and 20 Year Capital Improvement Plan for the Utilities Department.
- Directed utilities operations during 4 major hurricanes that hit South Florida in 2004 and 2005

URS CORPORATION, Chicago, Illinois 2000-2003

Operations and Maintenance Services Manager

- Privatized the Red River Army Depot water and wastewater systems and led the transition team.
- Provided design and technical support to reduce O&M costs at a Tennessee site by \$500,000 per year.
- Completed a wastewater feasibility study and wastewater plant design for a major alcohol facility.
- Completed Environmental Audits for GE in the Osmonics Acquisition and for the Conoco Oil Denver refinery divesture to Suncor.
- Completed comprehensive water and wastewater environmental compliance audits of three major refineries.

CLARK REFINING & MARKETING, Blue Island, Illinois 1998-1999

HSE Manager

- Managed all HSE functions for the refinery and directed five professionals in Environmental and six in Safety.
- Member of the Refinery Executive Team

EQUISTAR CHEMICALS, Morris, Illinois 1977-1998

Regional HSE Manager, 1995-1998

- Managed HSE functions for the Morris plant and ensured HSE support for the Northern region.
- Directed and supervised twelve professionals in Safety and seven in Environmental with a \$5 Million Budget.
- Participated on Equistar Safety and Environment Management Best Practices committees.
- Implemented a safety program that reduced the plant's OSHA recordable rate from 2.36 to 1.0 by 1998.
- Developed a master plan and coordinated all HSE audits to ensure leading edge regulatory compliance.
- Member of Petrochemical Complex Executive Team reporting to the General Manager

EQUISTAR CHEMICALS (Continued)***Superintendent, Utilities / WWTP, 1993-1995***

- Managed the operation and maintenance of the utilities area for the petrochemical complex, which supplied the plant's steam, air, nitrogen, and water and had an operating budget of \$40 Million.
- Directed the operation of a tertiary activated sludge WWTP complete with a Distributed Control System.
- Supervised one assistant superintendent, one engineer, six supervisors, and 26 technicians.
- Coordinated the shutdown of a 250 Million # per year Ethylene Glycol/ Oxide facility and 500 T/D Oxygen Plant on time, below budget, and without any safety or environmental incidents

Superintendent, ASP / WWTP, 1985-1993

- Managed the operation and maintenance of a 500 T/D Oxygen plant with 200 T/D liquefaction capacity.
- Managed one engineer, six supervisors, and 22 technicians and an operating budget of \$10 Million.
- Coordinated the construction and startup of a \$20 Million WWTP in 1990.
- Recommended and installed a new Argon Deoxo Catalyst that saved the plant \$250,000 in capital costs and \$600,000 in downgraded product costs.
- Biologically treated 40,000 GPD of Spent Caustic wastewater, enabling the shutdown of an undersized Zimpro unit saving more than \$500,000 per year.
- Provided training that enabled 100% of WWTP operators to receive Illinois Class K certifications.

Assistant Superintendent, ASP / WWTP, 1982-1985

- Managed the operation and maintenance of the 500 T/D Oxygen plant and WWTP.
- Operated the WWTP in full compliance with state and federal EPA permits and regulations.
- Directed an upgrade to the ASP in 1983 that saved more than \$1 Million per year in operating costs.

Assistant Superintendent, Monomer Services Department, 1978-1982

- Managed the operation and maintenance of the activated sludge WWTP and QC laboratory.
- Supervised one engineer, two chemists, five supervisors, and 20 technicians.
- Recognized by the company president for developing a WWTP modification that prevented the shutdown of the petrochemical complex.
- Reduced NPDES excursions from more than 100 in 1978 to less than 10 in 1979.
- Selected and promoted 5 technicians to supervisory positions in a new WWTP department.

EDUCATION

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY, Rapid City, South Dakota
Bachelor of Science in Chemical Engineering

Licensure & Certification:

Illinois Professional Engineer License, # 0062-035770 ♦ Florida Professional Engineer License # 61457
 Illinois Class 1 Wastewater Certification

Training Courses:

Covey Leadership ♦ LEAD Program at U of Va ♦ 40- Hour Hazmat ♦ Incident Command ♦ HSE Auditing
 Executive Enterprises Environmental Regulations ♦ National Safety Council Safety Fundamentals ♦ DuPont
 STOP ♦ TSCA ♦ SPC Fundamentals ♦ Crosby Quality ♦ Kepner Tregoe Problem Solving
 Root Cause Failure Analysis ♦ Accounting and Finance for Engineers ♦ BST Safety Observer Training
 ♦Media Communications

AFFILIATIONS

- Member, AWWA and WEF
- Trustee on the Tamarac Fire Pension Board for 10 years and Certified Public Pension Trustee (CPPT).

James T. Moore

8630 Banyan Court ♦ Tamarac, Florida 33321 ♦ (954) 593-5735 ♦ Moore8630@Bellsouth.net

REFERENCES

1. **Dick Osantowski PE**
Vice President of AECOM – formerly URS Corporation
1555 N. Rivercenter Drive - Suite 214
Milwaukee, WI 53212
414-788-6429 (cell)
E-mail: dick.osantowski@AECOM.com

2. **Raymond Gagnon, PE**
General Manager of Georgetown County Water and Sewer District
456 Clearwater Drive
Pawleys Island, SC 29585
843-286-8611 (cell)
E-mail: RayG@GCWSD.com

3. **Donald Eckler, P.E.**
President of Eckler Engineering, Inc
4700 Riverside Drive
Coral Springs, Fl 33067
954-510-4700 (W)
E-mail: deckler@ecklerengineering.com

4. **Richard Lorenz**
Wastewater Supt for City of Tamarac
10101 State Street, Tamarac, Fl 33321
954-597-3765
E-mail: Richard.lorenz@tamarac.org

5. **Joseph Bernstein**
President of Cryogenic Consulting Service, Inc.
115 Kettle Creek Road
Weston, CT 06883
203-227-3305 (H)
E-Mail: jtberns@cryogenic-consulting.com

6. **Larry Oetzel**
Retired from Basel-Lyondell / Morris, IL
1632 Highlandview Drive
West Bend, WI 53095
815-741-3495 (H)

7. **Gary Wainwright**
Retired from City of Tamarac / Friend
5103 Banyan Lane, Tamarac, Fl 33319
954-736-7583 (Cell) or 954-739-1834 (H)

SALARY HISTORY

City of Tamarac	\$119,075 per Year	until Reclassification as Utilities Engineer; now \$110,500
URS Corporation	\$83,075 per Year	
Clark Refining	\$90,000 per Year	
Equistar Chemicals	\$102,500 per Year	

State of Florida

Board of Professional Engineers

Attests that

James T. Moore, P.E.



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201902669 R

P.E. Lic. No:

61457

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
062.035770

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

EXPIRES:
11/30/2017

**LICENSED
PROFESSIONAL ENGINEER**

**JAMES T MOORE
8630 BANYAN CT
TAMARAC, FL 33321**



Bryan A. Schneider

**BRYAN A. SCHNEIDER
SECRETARY**

Jay Stewart

**JAY STEWART
DIRECTOR**

The official status of this license can be verified at www.idfpr.com

10228014



The South Dakota State Board
of
Engineering and Architectural Examiners
herewith certifies that

JAMES THOMAS MOORE

has successfully passed a written examination in
fundamental mathematics, technical subjects
and basic sciences and is hereby enrolled as an

Engineer in Training

After completing a sufficient period of engineering
work or experience of a character satisfactory to
the Board, he may take the final examination for
registration as a Professional Engineer.

Reg. No. E-2011

Given on the 22nd day of April in the year 1972

Harold J. Steyer
Secretary
Harold J. Steyer
Executive Secretary

Frank C. [Signature]
Chairman

Environmental Protection Agency

State of Illinois

James Moore

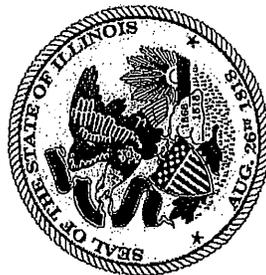
*having fulfilled the requirements therefore, is hereby awarded this
Certificate of Competency*

as a

Class 1

*Wastewater Treatment Works Operator
qualified to operate Group 1,2,3&4 wastewater treatment works*

Issued this 1 day of May A.D. 2001



Thomas V. Sklar

Director



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276

THOMAS V. SKINNER, DIRECTOR

May 4, 2001

MR. JAMES T. MOORE
409 W PALLADIUM DRIVE
JOLIET, IL 60435

EXAM DATE: 05/01/2001
S.S. NUMBER: 472-60-9399
EXAM GRADE: 82
EXAM LEVEL: 1

Dear Mr. MOORE:

CONGRATULATIONS! You have passed the wastewater operator certification examination. Enclosed is your certificate of technical competency. In order to assist you in your continuing development as a certified operator, we are listing below how you scored in the various categories of the exam.

Table with 5 columns: CATEGORY, NUMBER OF QUESTIONS, NUMBER CORRECT, NUMBER INCORRECT, % CORRECT IN CATEGORY. Rows include categories like LAGOONS, INTERMITTENT S. F., IMHOFF TANKS, etc., ending with a TOTAL row.

Should you require any further information, please contact me at 217/782-9720.

Sincerely,

Robert J. Voss, Coordinator
Wastewater Certification Program
Compliance Assurance Section
Bureau of Water

GEORGE H. RYAN, GOVERNOR

Environmental Protection Agency State of Illinois

JAMES T. MOORE

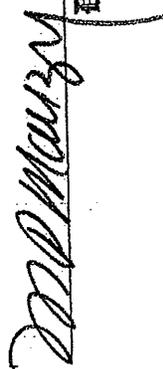
having fulfilled the requirements therefore, is hereby awarded this
Certificate of Competency

as an

Industrial Sewage Treatment Works Operator

NORTHERN ILLINOIS PETROCHEMICAL COMPANY

Issued this 6TH day of MAY A.D. 1980


Director



Environmental Protection Agency

2200 Churchill Road, Springfield, Illinois 62706

217/782-9720

OPERATOR CERTIFICATION -- Examination Results

May 22, 1980

Mr. James Moore
916 Murphy Drive
Joliet, Illinois 60435

Dear Mr. Moore:

We have reviewed your certification status and find you presently qualify for the following sewage treatment operators' Certificate of Competency:

Class 7

Results of the Class 7 Industrial examination taken on May 6, 1980:

Section 1 -- 100
Section 2 -- 100
AVERAGE -- 100

Section 1 contained 10 math problems and Section 2 covered general material.

A grade of 70 or more in each section of the examination with a minimum average of 75 is required to pass the examination. Your certificate, bearing the date you passed the examination, will be mailed in approximately 60 days. Should you have any questions, please feel free to contact me.

Very truly yours,

Ernest C. Bennett, P.E., Manager
Operator Certification & Training
Division of Water Pollution Control

ECB:SJF:bs/2056B/45

Enclosure



Overview

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John Mrozek

Environmental Quality Technician II

Port Huron, MI 48060

johnmrozek4_u4w@indeedemail.com | +1 810-982-1138

Status: Awaiting Review

Interested?

Yes

Maybe

Reject

Send message

More actions

Candidate Evaluation Questions (1/1)

May 15

How many years of direct utility supervisory/managerial experience do you have?

15

Cover Letter

May 15

May 15, 2017

City of Key Largo

Dear Hiring Manager,

Regarding the Wastewater Utility Manager position currently advertised on the City Key Largo website, I am sending this cover letter.

Having worked within the industry for over 30 years, I have developed a wide range of skills that would meet, and exceed the expectations for the role. In my present role as an Environmental Quality Technician II for the City of Port Huron I have had many achievements, including earning a Class A Wastewater Operator Certificate, and an Industrial Stormwater Operator Certificate.

As a City employee, my skills include interviewing, budgeting, planning, directing employees, preparing reports to the DEQ, ordering equipment, training and customer service complaints, along with other variety of tasks. I'm also comfortable dealing with ensuring the smooth day to day operations of the wastewater facility, and taking on other administrative roles in their absences.

I am familiar with the union contracts, federal and state laws regarding wastewater compliance, along with regulations from the Department of Environmental Quality. I am able to be adaptable and find myself excited by the prospect of a new challenge.

I am proud of my attention to detail and as a result of my experiences with the City of Port Huron; I have been able to develop leadership skills that my peers have to come to value. I enjoy working with a wide variety of people and am a multitasker, diligent self-starter and eager team player.

I would welcome the opportunity to bring this level of success to your organization. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me at 810-982-1138 or at john.mrozek@att.net. I am seeking to relocate to Florida, due to the cold winters here in Michigan. I look forward to hearing from you soon.

Yours sincerely,

John T. Mrozek
1307 22nd Street
Port Huron, MI 48060

Resume

John T. Mrozek 1307 22nd Street—Port Huron, MI 48...

May 15

Message from kim.carpenter@klwtd.com

just now

To: John Mrozek
Subject: Wastewater Utility Manager position

John T. Mrozek

1307 22nd Street—Port Huron, MI 48060
810-982-1138 john.mrozek@att.net

PROFESSIONAL CERTIFICATIONS

State of Michigan D. E. Q. Class A Wastewater Operator/Issued May 2011/Expires July 15, 2017/I.D. Number: 11025
State of Michigan D. E. Q. Stormwater Management A-1i /Issued April 11, 2016/Expires July 1, 2021/I/D #14075

PROFESSIONAL EXPERIENCE

Environmental Quality Technician II 2000 - Present City of Port Huron Port Huron, MI
Administered Industrial Pretreatment Program, Cross-Connection Control Program, and hazardous waste disposal operations.
Budgeted funds for Industrial Pretreatment Program, Cross-Connection Program, and hazardous waste disposal operations.
Assumed responsibilities for Superintendent and Maintenance Supervisor upon their absence. Delegated tasks to plant personnel.
Participated in plan review for capital projects for the Wastewater Plant and Pump Stations.
Participated in plan review for industrial and commercial building projects in conjunction with the Planning Department.
Reviewed applications of potential employees.
Participated in interviews of potential employees for open positions.
Prepared and submitted annual reports to Michigan Department of Environmental Quality concerning the Industrial Pretreatment Program and the Cross Connection Control Program.
Performed various purchasing activities required to support the Industrial Pretreatment Program, the Cross Connection Control Program, and hazardous waste handling and disposal operations.
Respond to pollution complaints and questions from the public.

Pollution Control Technician 1993 - 2000 City of Port Huron Port Huron, MI
Conducted sampling activities for Industrial Pretreatment Program.
Conducted inspections for Cross Connection Control Program.
Conducted hazardous waste disposal and inspection operations.
Delegated tasks to laboratory staff, and other personnel.
Initiated a Respiratory Protection Program.
Installed software and troubleshoot Personal Computers on a Local Area Network.
Recommended software and hardware purchases.
Created and maintained databases.
Responded to pollution complaints and questions from the public.
Member of City Safety Committee

Shift Operator 1988 - 1993 City of Port Huron Port Huron, MI
Daily plant operation through process control system, daily testing of plant process for NPDES permit, plant maintenance, supervision of assistant operators and maintenance staff, dispatches work crews for after-hours water and sewer line repair.

Operator 1986 - 1988 Village of Almont Almont, MI
Daily testing of plant process for NPDES permit, plant maintenance, quality control, plant safety, lift station maintenance, summer employee supervision.

EDUCATION

Lake Superior State University Bachelor of Science in Biology, 1986

Willing to relocate at own expense



Key Largo Wastewater
Treatment District

Kim Carpenter <kim.carpenter@klwtd.com>

General Manager Position

2 messages

rspsg via hr <hr@klwtd.com>
Reply-To: rspsg@aol.com
To: hr@klwtd.com

Fri, Apr 28, 2017 at 12:02 PM

Dear Ms. Carpenter,

Please find attached my cover letter and resume for the Position of General Manager with the Key Largo Wastewater Treatment District. As you will see by my resume, I am well qualified for the position having numerous years of experience in the water/wastewater field. I am a highly dedicated, successful leader with strong management skills. I feel given the opportunity I would be an asset not only to the Key Largo Wastewater Treatment District, but to the communities that they serve as well. If you need any further information or would like to set up an interview, please feel free to call me at any time.

Sincerely,

Robert J. Smith
7 Ike Williams Rd.
Newton, NJ 07860
973-525-5761

2 attachments

 **Smith-LTR-KLWTD-4-27-17.doc**
26K

 **SMITH-R-4-27-17.doc**
41K

Kim Carpenter <kim.carpenter@klwtd.com>
To: rspsg@aol.com

Fri, Apr 28, 2017 at 3:16 PM

Hi Robert,

Good afternoon. Thank you for your interest in the District. We will be accepting applications for the General Manager position through May 31, 2017. At which time, the job posting will close and the process of reviewing all applications/resumes will begin. Therefore, it may be a few weeks time before you hear anything back from us.

Thank you again for your interest. Wishing you a great day.

Best regards,

Kim Carpenter
Human Resources Department
Key Largo Wastewater Treatment District
10335 Overseas Highway
Key Largo, FL 33037
Direct (305) 451-4019 x215
Secure Fax (888) 291-6443

April 27, 2017

Ms. Kim Carpenter, Human Resources Coordinator
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, Florida 33037

Dear Ms. Carpenter:

Please accept my resume for the position of General Manager with the Key Largo Wastewater Treatment District. As cited in my resume, I am well qualified for a position, having over 38 years of combined experience in the water/wastewater field, the last 25 of which have been in a management position. I am a dedicated, hard working individual that is a detail, result oriented multi-tasker with strong organizational, analytical and interpersonal skills with exceptional team building and coaching abilities. My background includes vast experience in all facets of water, wastewater, collection, distribution operations and maintenance. Presently, I am a Municipal Department Head and the Director of Water/Sewer Utilities for the Borough of Sayreville, NJ. I hold 5 New Jersey Department of Environmental Protection Licenses, as well as 2 Association of Boards of Certification Licenses and 1 New England Water Works Association License in the water/wastewater field. I feel given the opportunity I would be an asset not only to the Key Largo Wastewater Treatment District, but to the community as well. I look forward to the opportunity of discussing a position with you. If you should have any questions or would like to set up an interview, please feel free to contact me at any time. Thank you for your consideration.

Sincerely,

Robert J. Smith
7 Ike Williams Rd.
Newton, NJ 07860
(973) 383-8773 (H)
(973) 525-5761 (C)
rpspg@aol.com

ROBERT J. SMITH
7 IKE WILLIAMS RD.
NEWTON, NJ 07860
(Home) 973-383-8773
(Cell) 973-525-5761
rspsg@aol.com

PROFILE

Motivated highly result-oriented successful professional with excellent qualifications in Water/Wastewater Operations Management. More than 38 years of combined experience, in operation and maintenance of water, wastewater, industrial wastewater, collection and distribution systems of which the last 25 have been in a management position. My background includes experience with Federal, State, County, Municipal, and Private Agency facilities. Vast experience with contract operations, contract management, water and wastewater plant operations, industrial pretreatment, water re-use, sludge processing, construction, start-up, buildings, grounds, roads, fleet vehicles, snow removal, capital improvements, asset management, preventive and predictive maintenance, backflow prevention, storm water compliance, optimization, leak detection, inflow & infiltration, finances, contract administration, budgeting, planning, environmental compliance, laboratory compliance, safety, security, staffing, labor relations, public relations, customer relations, business development, Small Business Administration and Sarbanes-Oxley compliance. Responsible for the effective, safe and reliable operations of all facilities, policies and procedures. Outstanding leadership, management, people skills, communication and customer relations skills. Efficient in the use of computer technologies for the purpose of system operations, spreadsheet development, data collection, tracking, reporting, and presentation development.

PROFESSIONAL EXPERIENCE

BOROUGH OF SAYREVILLE

Municipal Department Head-Director of Water & Sewer Utilities, November 2013 to Present. Licensed Operator of Record, acting as the CEO I am directly responsible for daily management, administration, policies, procedures and technical functions associated with the operations and maintenance of the Borough's Water & Sewer Utility, which includes the water treatment facility (14 mgd), associated distribution and collection systems (209.6 miles & 134.4 miles) water storage tanks (4 = 13 mg), booster pumping stations (2), production wells (13), and reservoir, as well as all related appurtenances. Also responsible for water and sewer billing, cash receipts, work orders, mark-outs, trouble shooting, compliance, permitting, reporting, sampling, routine maintenance, preventive and predictive maintenance, asset management, inflow & infiltration, leak detection, meter reading, safety, capital upgrades, ordinances, budgeting, cost reductions, conflict resolution, human resources, labor relations, customer satisfaction, personnel development, training and coaching a staff of 32 full time employees.

WOODARD & CURRAN, INC.

Assistant Area Manager, October 2012 to November 2013. Assist the Area Managers with the overall operations and maintenance of all contracted facilities within the State of New Jersey as well as business development in the state. Presently oversee a municipal project that consists of two water treatment plants(1.5 & 3.6 mgd), a wastewater treatment plant (3.4 mgd), their associated distribution (53 miles) and collection (55 miles) systems, a water re-use system and two Confidential Client super fund sites one being 144 acres with a 57 acre landfill, a groundwater remediation facility that treats the captured groundwater on the site, and the second is a 435 acre site, with a landfill and treats groundwater through a groundwater recovery and treatment system.

WOODARD & CURRAN, INC. *Maple Shade, New Jersey*

Project Manager, August 2010 to October 2012. As Licensed Operator of Record, directly responsible for the overall operation and maintenance of the water (3.6 & 1.5 mgd facilities), wastewater (3.4 mgd facility), collection (55 miles) and distribution (53 miles) systems along with 9 pumping stations for the Township of Maple Shade, NJ. Supervise employees in routine operation and maintenance of the water and wastewater treatment facilities along with the associated collection and distribution systems. Directly responsible for all buildings, grounds, snow removal, roads, solid waste, fleet vehicles, storm water management, budgeting, cost reductions, contract administration, pricing, proposals, personnel, reporting, purchasing, training, program development, safety compliance, routine and emergency repairs, preventive and predictive maintenance, capital improvements, asset management, compliance, contract administration, public relations and coordination with the Township Manager and his staff.

VEOLIA WATER NORTH AMERICA OPERATING SERVICES/USFILTER OPERATING SERVICES INC, *Picatinny Arsenal, New Jersey*

Project Manager, March 1996 to August 2010. As Licensed Operator of Record, directly responsible for the overall operation and maintenance of the water (1 mgd), wastewater (.5mgd), industrial wastewater, service water (surface water intakes, 26 miles of water mains, 10 water storage tanks and 192 hydrants) collection (40 miles of mains, 18 pump stations, 417 manholes) and distribution systems (70 miles of potable water mains, 6 water tanks, 275 hydrants, 230 backflow devices) at the U.S. Army Research Development Engineering Center located at Picatinny Arsenal. Supervise employees in routine operation and maintenance of the water and wastewater treatment facilities along with the associated collection and distribution systems. Directly responsible for all buildings, grounds, snow removal, roads, solid waste, fleet vehicles, budgeting, cost reductions, contract administration, pricing, proposals, personnel, reporting, purchasing, training, program development, safety compliance, routine and emergency repairs, preventive and predictive maintenance, capital improvements, asset management, compliance, contract administration, public relations and coordination with contracting officer's representative and Director of Public Works.

DOW ENVIRONMENTAL, INC., *Picatinny Arsenal, New Jersey*

Project Manager, October 1994 to March 1996. As Operator of Record, directly responsible for the overall daily operation and maintenance of the industrial groundwater remediation facility at the U.S. Army Research Development Engineering Center located at Picatinny Arsenal. Provided record keeping, monthly reporting, mechanical repair, process control determinations, sampling and safety compliance. Prepared all State reports. Responsible for budgeting, cost reduction, contract administration, pricing, proposals, and safety compliance.

Coordinated with contracting officer's representative regarding contract issues and compliance.

METCALF & EDDY SERVICES, INC. /PROFESSIONAL SERVICE GROUP, *Picatinny Arsenal, New Jersey*

Project Manager, August 1991 to October 1994. As Operator of Record, directly responsible for the daily operation and maintenance of the industrial groundwater remediation facility at the U.S. Army Research Development Engineering Center located at Picatinny Arsenal. Provided record keeping, monthly reporting, mechanical repair, process control determinations, sampling, and safety compliance. Prepared all state reports. Responsible for budgeting, cost reduction, contract administration, pricing, proposals, and safety compliance. Coordinated with contracting officer's representative regarding contract issues and compliance. Supervised and coordinated final stages of construction and facility start-up.

BELL COMMUNICATIONS RESEARCH, INC., *Red Bank, New Jersey*

Plant Superintendent/Operator, July 1986 to August 1991. As Operator of Record, directly responsible for the daily operation and maintenance of the industrial pretreatment facility at Bellcore. Interfaced with engineers and regional sewerage authority. Managed all phases of operations and maintenance. Responsible for routine repairs to pumps and equipment, including motor controllers, level detectors, ventilation, pump packing and lubrication. Prepared reports, conducted sampling and ensured safety compliance. Supervised and coordinated final stages of construction and facility start-up

COOPER BIOMEDICAL, *Freehold, New Jersey*

Plant Superintendent/Operator, October 1983 to July 1986. As Operator of Record, directly responsible for the daily operation and maintenance for the combined industrial and sanitary sewerage treatment facility at the Cooper Biomedical pharmaceutical laboratories. Prepared State reports. Performed preventive maintenance and provided repairs at all levels. Maintained two pump stations, their respective level controllers and auto-dialer systems. Compiled daily logs and maintenance records. Conducted sampling for process control and permit requirements. Ensured safety compliance was adhered to.

PASSIAC VALLEY SEWERAGE COMMISSIONERS, *Newark, New Jersey*

Operator, July 1981 to October 1983. At the 330-MGD combined sanitary and storm activated sludge system, responsible for operation of the Zimpro wet air oxidation units and related systems. Provided daily record keeping, reporting and process control. Inspected and operated all equipment, heat exchangers, reactors and air handling units at the facility.

OCEAN COUNTY SEWERAGE COMMISSIONERS, *Bricktown, New Jersey*

Operator, August 1979 to July 1981. At the 28-MGD secondary activated sludge treatment facility, responsible for the daily operation and maintenance of Komeline-Sanderson sludge handling building and related systems. Duties included process control, sampling, adjustments, record keeping and reporting.

EDUCATION/CERTIFICATIONS

Basic Water/Wastewater Plant Operations, Ocean County Vocational School
Advanced Wastewater Operations, Ocean County College
Advanced Water Operations, County College of Morris
Advanced Collections Systems, Rutgers University
Fairleigh Dickinson University, Public Administration, (81 credits)
Operations and Maintenance of Wastewater Treatment Plants, Rutgers Cook College
Industrial Waste Treatment Operations, Rutgers University
Supervisory Management in the Water/Wastewater Field, Michigan State University
Grade N-4 Industrial Waste Operator Certification, NJDEP
Grade S-2 Wastewater Treatment Plant Operator Certification, NJDEP
Grade C-3 Wastewater Collections Systems Operator Certification, NJDEP
Grade T-3 Water Treatment Operator Certification, NJDEP
Grade W-3 Water Distribution Operator Certification, NJDEP
ABC Class III Water Treatment Operator
ABC Class III Water Distribution Operator
NEWWA Certified Backflow Inspector/Tester
Emergency Response Level 1 Awareness
40-Hour OSHA Hazardous Materials Workers Training
24-Hour Health & Safety Officer Training
8-Hour Hazardous Materials Workers Supervisors Training
OSHA 510 Construction Safety
FEMA ICS-100 & ICS-200
FEMA NRF-700 & NRF-800
American Heart Association First Aid/CPR/AED
PADI Rescue Diver

PROFESSIONAL AFFILIATIONS

Water Environment Federation
American Water Works Association
New Jersey Water Environment Association
New Jersey Water Association
New Jersey Water Works Association

HOBBIES

Head Ice Hockey Coach – Ramapo College of New Jersey 2016 - Present
Co-Head Coach – Morris Catholic High School 2013-2014
Assistant Ice Hockey Coach – New Jersey Wildcats Jr. B 2011 - 2013
Head Ice Hockey Coach – Seton Hall University 2010
Head Ice Hockey Coach – Hudson Catholic High School 2004-2007
Head Ice Hockey Coach – County College of Morris 2003-2004
Head Ice Hockey Coach – Pope John XXIII High School 1995-2000
Head Soccer Coach – Pope John XXIII High School 1992-1994
Head Ice Hockey Coach – Christian Brothers Academy High School 1981-1991
Assistant Ice Hockey Coach – Christian Brothers Academy High School 1980-1981
USA Hockey Level 4 Coach
USA Hockey Official

NIHOA High School and NCAA Hockey Official
Inducted into the New Jersey High School Hockey Hall of Fame 2014

REFERENCES

Alan J. Rogers, P.E.
President – Omni Engineering Inc.
P.O. Box 460
Churchville, MD 21028
443-910-3624 (Cell)
alanomni@aol.com

Raphael M. Hughes Jr.
President – Hughes Environmental Services, Inc.
P.O. Box 327
Forked River, NJ 08731-0327
908-600-3923 (Cell)
ray@hughesenvironmental.com

Marc Thomas, P.E.
Woodard & Curran – Area Manager
41 Hutchins Dr.
Portland, ME 04102
314-580-3821
mthomas@woodardcurran.com

Dennis Yoder, P.E., P.P., C.M.E.
Director of Engineering/Sr. Associate
Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033
856-795-9596 (W)
dyoder@rve.com

Dave Guertler
Vice President-Sales & Service
Municipal Maintenance Company
1352 Taylors Lane
Cinnaminson, NJ 08077
856-786-9434
dguertler@mmc-nj.com

SALARY

Present salary \$132,500.00

If offered the position salary is negotiable.

Timothy W. Martin

3916 Torres Circle • West Palm Beach, Florida, 33409 • (561)236-5905 • bucsfan370@gmail.com

Professional Profile

Strong ability to multi-task and enjoys the challenge of working in a fast paced environment. Excellent interpersonal skill, results and detail-oriented. Creative problem solver with strength in the evaluation, analysis and design of operation work flow. Ability to work with a diverse range of people.

- **Multi-task-** Strong ability to multi-task several projects and complete on time.
- **Team-Oriented** – Experienced team member. Assists with designing and implementing effective working solutions. Solid commitment to teamwork and continuous learning and skill development.
- **Communication** – Excellent communication skills and proficient in developing productive relationship with colleagues, customers and staff at all levels.

Key Skills

- Microsoft Software Competent
- Infrastructure Improvement Projects
- SCADA Systems Competent
- Site Safety/OSHA Compliance
- Work Order/PM Competent
- Change Order Management
- Budgeting & Cost Control
- Bidding/Estimating/Proposals
- Customer Service Competent

Experience

Coral Springs Improvement District (Coral Springs, FL) – Chief Operator, 7/2014 – Present

Facilitates and assists with the facilitation of projects and projects upgrades. Oversees daily operation and maintenance of the wastewater facility. Creates picture SOP's for plant PM and shutdowns. Ensures compliance with local, state and federal laws and regulations; prepares reports for analysis and compliance.

- Assists with monitoring Wastewater budget, ensures compliance.
- Supervises 10 staff members and performs employees' annual performance appraisals.
- Recommends and monitors staff training to enhance job knowledge.
- Attends monthly board meetings, and capital improvement project meetings

US Water (Pembroke Pines, FL) – Chief Operator, 1/2014 – 7/2014

Facilitates and assists with the facilitation of projects and projects upgrades. Oversees daily operation and maintenance of the wastewater facility. Facilitates and monitors preventative maintenance (PM) software program IMaintenance. Creates picture SOP's for plant PM and shutdowns. Ensures compliance with local, state and federal laws and regulations; prepares reports for analysis and compliance.

- Supervises 8 staff members and performs employees' annual performance appraisals.
- Recommends and monitors staff training to enhance job knowledge.

City of West Palm Beach (West Palm Beach, FL) – Plant Superintendent, 9/2010 – 1/2014

Facilitates and assists with the facilitation of projects and projects upgrades. Oversees daily operation and maintenance of ECR facility. Facilitates and monitors ECR preventative maintenance (PM) software program SEVEN I. Creates picture SOP's for plant PM and shutdowns. Ensures compliance with local, state and federal laws and regulations; prepares reports for analysis and compliance.

- Assists with monitoring ECRWWTF budget, ensures compliance.
- Supervises 19 staff members and performs employees' annual performance appraisals.
- Recommends and monitors staff training to enhance job knowledge.
- Attends monthly ECR board meetings, and capital improvement project meetings

NEFCO (West Palm Beach, FL) – Chief Operator, 5/2010- 9/2010

Participated in maintenance equipments upgrade. Created picture SOP'S for PM and plant shutdowns. Produced double AA sludge from 600 wet ton /day pelletizer.

- Prepared monthly reports for DEP, ensured compliance.
- Supervised employees.

University of Florida (Gainesville, FL) – Utilities Superintendent, 6/2009 – 5/2010

Facilitated various projects development and upgrades. Insured compliance with DEP consent order; prepared various compliance reports for DEP and EPA . Created picture SOP'S for plant PM and plant shutdowns. Oversaw daily operation and maintenance of the facility.

- Supervised 11 staff members; performed employees' annual performance appraisal.
- Recommended and oversaw staff training to enhance employee's knowledge.

City of Ocala (Ocala, FL) – WRF #2 Plant Manager, 12/2000 to 6/2009

Entered over 430 WRF #3 plant equipment data into PMC2000 software. Acted as department safety representative from 2003 to 2006. Created picture SOP'S for plant PM and plant shutdowns. Assisted with the facilitation of various projects and projects upgrade. Oversaw WRF #2 plant budget; Oversaw daily operation and facility maintenance. Monitored daily cumulative nitrogen per acre loading for 5 local farmers; distributed biosolids to ensure DEP and EPA compliance.

- Prepared reports to ensure compliance with local, state and federal laws and regulations.
- Streamlined the WRF #2 infiltration and inflow (I and I) process by collecting and analyzing data to identify damages/failures.
- Monitored WRF #2 and ensured odor compliance.
- Supervised 6 staff members.
- Recommended and oversaw staff training to enhance job knowledge; Performed employees' annual performance appraisal.

City of Leesburg (Leesburg, FL) – Operations Supervisor, 10/1990 to 12/2000

Assisted with the facilitation of the new 3.0MGD sequence batch reactor (SBR). Prepared various reports for DEP and EPA; ensured compliance. Assisted with monitoring department budget, ensured compliance. Oversaw daily operation and maintenance of the facility.

- Supervised 12 staff members.
- Recommended and oversaw staff training to enhance employee's job knowledge.
- Created SOP'S for plant PM and plant shutdowns.

AMF Bowling (Leesburg, FL) – Customer Service Representative, 10/1985 – 10/1990

Education and Certifications

Class A Florida Wastewater Operator License #8432
Class C Florida Wastewater Collection License #2229
High School Diploma, 1988
Associates of Applied Science, University of Phoenix

References Furnish upon Request.

May 13, 2010

To Whom It May Concern:

This is a letter of recommendation for employment for Tim Martin. Tim and I worked together on many projects related to the operation and maintenance of the University's Water Reclaimed Facility. Tim was employed as the Utility Superintendent and managed the 3.0 MGD plant.

Tim has excellent communication skills. In addition, he is extremely organized, reliable and computer literate. Tim can work independently and is able to follow through to ensure that the job gets done. He is flexible and willing to work on any projects that are assigned to him.

Tim has implemented significant improvements related to the standard operating procedures, equipment upgrades, operation and maintenance. Tim is very dedicated to his responsibilities and very capable.

Sincerely yours,

A handwritten signature in black ink, appearing to read "R. Giro", written in a cursive style.

Ralph Giro

Assistant Director

Physical Plant Division

University of Florida

Tel. (352) 392-1121



*Focused on Excellence
Delivered with Integrity*

MEMORANDUM

TO: To Whom It Concerns
FROM: Douglas Dycus, P.E. *DD*
DATE: March 2, 2010
RE: Tim Martin

Over the past year, I have had the pleasure of working with Tim on a number of projects at the University of Florida. I first met Tim when the FDEP started its SWPPP inspections at the wastewater plant. In our efforts to resolve FDEP's concerns, Tim was very helpful in identifying potential sources, plant components, and current training and the lack of certain requirements of FDEP. Tim has continued to monitor the site and has kept the plant in compliance with the SWPPP.

Tim and I have also worked on the Pump Station 1 & 2 issues. Tim has been very informative of what he is observing at the wastewater plant and the effects of the poor performance of these pump stations. His keen observations at the plant have help to identify solutions to Pump Station 1 and his insight will also be helpful in developing solutions for Pump Station 2. One problem that Tim has identified at the plant is the high volumes of plastics entering the flow. This is caused by the grinders at pump stations 1 & 2. With this knowledge, we are now looking at future solutions to replacement of the grinders.

On other projects such as the research on the future SCADA system, Tim has been able to share his knowledge of previous systems that he has work with to assist in the final selection of the UF SCADA system. This has been instrumental since it will not only assist in the operations at the plant but will also be the central control system for the lift stations throughout campus.

Because Tim is always willing to help, I have called him on occasion to discuss other issues on campus such as the Foam, Oils, and Grease (FOG) problems at the lift stations. Tim is not only willing to offer advice but he is also a very good listener. He seeks advice on areas that he needs assistance and researches the reliability of the information. He is also a forward thinker and this will help with future planning at the University. Although he is a very "get the job" done person, he is also very conscience of the budget and the effect on the staff at the plant.

Tim is an asset to the University and his knowledge and willingness to work with others is an example for others.

Please feel free to call me at 352-331-1976 if you have any questions.



Business Affairs
Physical Plant Division
Architecture/Engineering Department

Building 700 Radio Road
PO Box 117715
Gainesville, FL 32611-7715
352-392-1155
(352) 392-4958 Fax

May 12, 2010

To Whom It May Concern:

This is a letter of recommendation for employment for Tim Martin. I am a senior project manager in the University of Florida Physical Plant Division, Architecture and Engineering Department. Tim and I worked together on several projects related to the operation and maintenance of the University's Water Reclaimed Facility. Tim was employed as a Utility Superintendent and was responsible for managing the 3.0 MGD plant.

Since Tim's arrival at the plant, I can say without a doubt that the plant has experienced significant improvements related to the standard operating procedures, equipment upgrades, operation & maintenance, and attempts to establish a professional operator's work ethic over and above the past superintendents during my involvement with the plant over the past 10 plus years. He is very dedicated to his responsibilities and quite a capable individual.

Sincerely yours,



D. Jeffrey Bair, P.E.
Project Manager

To Whom It May Concern:

This is a letter of recommendation for employment for Tim Martin. My position is Maintenance/ Construction Superintendent in the University of Florida Physical Plant Division. Tim worked for me as a Utility Superintendent and managed the 3.0 MGD plant. Tim worked on several improvement projects related to the operation and maintenance of the University's Water Reclaimed Facility.

Since Tim's arrival at the plant. I can say that the plant has experienced significant improvements related to the standard operating procedures, equipment upgrades, operation and maintenance, and employee training. Tim is very dedicated to his responsibilities and a capable operator.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Oscar L. Johnson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Oscar L. Johnson
University Of Florida/
Maintenance/ Construction Superintendent
352-318-7818