

# **Robin L. Merchant**

1705 Boca Raton, Kokomo, Indiana 46902  
765-432-9629

08/22/2018

To Whom It May Concern,

I am a Public Works Professional interested in furthering my career in the area of Public Works and/or Utility Management. I have over thirty years of progressive experience. This experience consists of all aspects of municipal utility & public works services, operations and management including: budget development & oversight, community development & road projects, short & long term infrastructure planning, grant funding, and economic development planning & oversight.

I have excellent organization skills and know how to build and sustain efficient and superior performing teams. I have experience in conflict resolution and contract negotiation. Besides numerous services and capital improvement contracts I have also helped negotiated 5 labor agreements. I am an excellent public speaker and have experience dealing with the general public, councils, boards, and civic organizations. I have experience dealing with local news media as well and having good relationships with state agencies such as INDOT, IDEM, IOSHA, LTAP, and DNR.

Much of my experience has been literally from the ground up and the scope of my work experience is very diversified which allows me a much broader view when managing work forces and serving the public.

I have over eleven years of wastewater treatment experience including utility management & supervision, plant operations, and treatment plant & sewer collection system maintenance. I have twenty-three years of water utility operation and management experience including distribution repair, customer service and treatment plant operations. I have over fifteen years of total management & supervisory experience. This experience includes not only the utility industry (water, wastewater, gas, electric), but also encompasses manufacturing, retail, roads & street department and construction. This management and supervisory experience includes working in both union & non-union environments.

I currently hold State of Indiana WT-3 & DSL Potable Water Licenses; State of Indiana Class III Municipal Wastewater and Class C Industrial Wastewater Licenses. I qualify to hold class IV & D wastewater licenses, as well as Class V municipal water treatment license. I have extensive OSHA Safety Training, including 'Responsible Person Certification', as well as, Water Utility Safety, Security, and Emergency Response (Homeland Security) Training. My experience also

includes performance management, staff development & training, health & safety, construction plan/review, production set-up and layout experience, construction inspection, as well as, quality control and preventive maintenance program development.

I have two college degrees and graduated with honors from both universities that I attended. You will find me to be hard working, dedicated, reliable, and confident in my management & leadership abilities. I am looking for a position that I can dedicate the rest of my career to; the opportunity to put my education and years of experience in making a positive impact for any community that would select me to serve them. I would appreciate your consideration.

Sincerely,

Robin L. Merchant

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## **Objective: Public Works Director / Utilities Superintendent Position**

### **Experience:**

#### **Director of Public Works –Town of Syracuse**

**310 N. Huntington St.  
Syracuse, Indiana 46567**

Responsible for all activities of the Water & Wastewater Utilities, and Street Department; all regulatory reporting to IDEM, INDOT, Federal EPA; Health & Safety Programs, Employee Training. Responsible for all budget development and oversight. Aid in grant writing and capital improvement funding submittals, Town LTAP Representative. Monthly reports to Town Council. Provides consulting in decision making processes related to Public Works, Capital Improvement Projects, and Economic & Community Development.

07/2015 to present

#### **Water Operations Supervisor – Citizens Westfield Utilities**

**Citizens Energy Group, Indianapolis  
2020 N. Meridian St.  
Indianapolis, Indiana 46202**

Responsible for all water utility operations within the service territory of Westfield, Noblesville, and Carmel Indiana. This included environmental compliance for four (4) water treatment facilities and associated water supplies; distribution system, as well as, customer service operations and inspections. Supervising staff and scheduling work activities. Budget oversight.

05/2015 to 07/2015

#### **Pretreatment Coordinator**

**City of Kokomo, Indiana  
1501 W. Markland Ave.  
Kokomo, Indiana 46901**

Responsible for operational oversight & management of the City of Kokomo Pretreatment Department & Programs, including: Industrial Discharge Permitting, Monitoring & Compliance Oversight; FOG Program oversight and development; Indiana Department of Environmental Management (IDEM) and EPA reporting, compliance and interface.

02/2013 to 04/2015

#### **Director of Public Works**

**City of Sullivan, Illinois  
2 West Harrison  
Sullivan, Illinois 61951**

Responsible for the management of city services, including: operations management, project management, capital improvement & development planning, budgetary oversight of multiple city departments, Including: Wastewater, Water, Gas, and Electric Utilities, as well as, the Street, Park, and Police Departments. I was also involved with the City Civic Center maintenance operations, Chamber of Commerce, and Economic Development Committees.

06/2012 through 03/2013

**Wastewater Superintendent  
City of Bluffton, Indiana  
128 East Market Street  
Bluffton, Indiana 46714**

Responsible for all operational, compliance, and budgetary aspects of the Sewer Utility, including two wastewater treatment facilities and collection system, all departmental reports.

04/2010 through 08/2012

**Water Operations Supervisor  
City of Westfield Public Works  
2706 East 171<sup>st</sup>, Westfield, Indiana 46074**

Responsible for all water utility operations, including: quality control & production of 4 water treatment facilities and associated well fields, water distribution system, field customer service activities, inventory control & purchasing, budget over-sight, and all departmental reports.

11/2005 through 08/2009

**Power House & Wastewater Plant Operator (UAW Pipefitter)  
Metaldyne Machining (formally Daimler Chrysler, New Castle)  
1817 'I' Avenue, New Castle, Indiana, 47362**

Power House / Wastewater Operations. In charge of third shift operations Including Industrial Wastewater Treatment, D.I. Water Production, Processed Steam & Air Production, Cooling Towers, and Back-up Power Generation. Responsible for maintaining Local, State, and Federal Wastewater Discharge Standards.

02/2004 to 06/2005

**Machine Operator, Production/Quality Inspection  
Daimler Chrysler Corporation (Chrysler, LLC.)**

1801 S. Reed Road, Kokomo, Indiana 46902

Automotive parts machining operations and quality control inspection work.

01/2000 to 02/2004

**Location Supervisor / Project Manager - Quality Control & Inspection Services  
Product Action, Inc.**

**7998 Center Pointe Drive, suite 800, Indianapolis, Indiana 46256**

Management of various quality control & containment projects at various tier one and tier two automotive parts manufacturing facilities: Daimler Chrysler, Toyota USA, Dana Corp, TRW, and General Motors. Work included: Supervising up to 100+ inspectors at multiple locations, project layout, writing inspection criteria & SOPs, customer interface and generating quality and analysis reports.

10/2002 to 09/2003

**Indiana American Water Company, Inc. (American Water)  
1820 East Superior, Kokomo, Indiana 46901**

Customer Service Technician, Meter Reader, Water Treatment Plant Operator.

07/1984 to 05/2001

**Wastewater Treatment Plant Operator, Plant Maintenance & Lift Station Supervisor  
City of Kokomo Wastewater Utility**

**1501 West Markland Avenue, Kokomo, Indiana 46901**

Was responsible for Treatment Plant Operations on various shifts; Plant Maintenance; Lift Station Maintenance; Supervisor.

10/1980 to 07/1984

**Education:**

Indiana Wesleyan University - 1998

Bachelor of Science in Business Administration (Graduated Magna cum Laude).

Indiana University - 1996

Associate of Science in Applied Business Studies (Graduated With Honors).

Graduated from the Wells County Leadership Academy Level I & II (2011, 2012)

**Awards, Training, Certifications, Leadership:**

- Award of Excellence from United States Environmental Protection Agency (EPA) for Outstanding Operation & Maintenance of a Water Pollution Control Facility.
- 2017 Manager of the Year Award – Alliance of Indiana Rural Water.

Microsoft Office Software.

Extensive OSHA Safety Training, including “Responsible Person Certification, 10 Hour Training“, Confined Space Training.

CPR & First-Aid Training.

State of Indiana Class III Municipal Wastewater Operator Certification #WW018444.

State of Indiana DSL Potable Water Operators Certification #DS061576.

State of Indiana Class WT-3 Water Operator Certification #WT061574

State of Indiana Class C Industrial Wastewater Operator Certification #WW018445.

State of Arizona Grade 3 Water Treatment Plant Operator Certification #58412.

State of Arizona Grade 4 Water Distribution System Operator Certification #58414.

State of Arizona Grade 3 Wastewater Treatment Plant Operator Certification #58413.

State of Arizona Grade 3 Wastewater Treatment Collection System Operator #58411

Extensive Team Building experience & Employee Training Experience.

Helped negotiate five (5) labor bargaining agreements.

Served as Vice President of Indiana University Kokomo SIFE (Students In Free Enterprise).

Served on Board of Directors for City of Sullivan Chamber & Economic Development Committees.

Served on Board of Directors for Taylor Babe Ruth; Kokomo Parents Babe Ruth; Russiaville Bambino Babe Ruth, and Kokomo Southside Cal Ripken Baseball Programs.

Coached Youth Basketball 3 years each at Kokomo YMCA and Carver Community Center.

Completed Training in Industrial Power Distribution, Maintenance and Safety from the Electrical League of Indiana (IBEW).

Currently serving on the Indiana Water Environmental (IWEA) Committee.

Served on the Howard County Local Emergency Planning Committee (2 years).

Member American Water Works Association (AWWA)

Member Alliance of Indiana Rural Water Association.

## Professional References

**Clinton Houseworth – Regional Manager, Infrmark, LLC**  
1-574-315-9630 [Clint.Houseworth@inframark.com](mailto:Clint.Houseworth@inframark.com) years known 3

**Kurt Wanninger – State Operations Manager, American Water**  
317-538-1891 [kurt.wanninger@hotmail.com](mailto:kurt.wanninger@hotmail.com) years known: 12

**Ben Adams – Commonwealth Engineers, Inc.**  
9604 Coldwater Rd., Suite 203  
Fort Wayne, IN. 46825  
260- 494-3225 / 260-417-9929 [badams@contactcei.com](mailto:badams@contactcei.com) years known: 8

**Ted Ellis – Mayor, City of Bluffton**  
128 East Market St.  
Bluffton, IN 46714  
260-824-1520

## Personal References

**Dave Orbaugh – FCA Chrysler, LLC**  
765-620-1561  
Years Known: 45

**Randy Higgenbotham – Wastewater & Water Operations Supervisor, Westfield Utilities,  
Citizens Energy Group**  
22996 Mule Barn Rd., Sheridan, IN 46069  
317-339-8249 years known: 12

**College transcripts, letters of recommendation, and additional work experience information available upon request.**