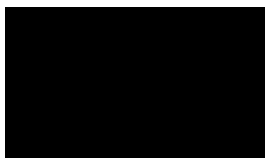


Full Name



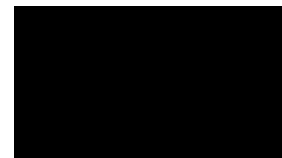
Department

6 - Business Development
6 - Business Development
6 - Business Development
6 - Business Development

Job Title

Director Business Development
Director Business Development
Director Business Development
Utility Acquisition Specialist

Manager





Department: Business Operations	Job Status: Full-time Exempt
Reports to: Senior Vice President	Positions Supervised: None
Schedule: Monday-Friday 8 hours daily Overtime as needed	Travel Required: very minimal

Water infrastructure is a critical component of the health of all communities in the United States. Unfortunately, much of the water infrastructure supporting our communities is failing due to lack of investment. Central States Water Resources, Inc. (CSWR) is at the forefront of the water utility industry by bringing solutions to some of the most troubled water infrastructure systems in the United States. CSWR is actively acquiring, renovating, and stabilizing water and wastewater operations in many communities, bringing the infrastructure investment needed to ensure safe, reliable water service to allow communities to thrive. CSWR’s mission is to make safe water resources available to every community in America.

CSWR is a rapidly growing company with ability for advancement.

Position Summary

The primary area of responsibility is to source new acquisitions for Central States Water Resources.

Key Responsibilities

- Prospect for new acquisition opportunities throughout the country
- Make cold calls to potential acquisition targets
- Create, utilize, and maintain a comprehensive database
- Participate in the creation of marketing materials
- Collaborate with the leadership team on acquisition presentations

Knowledge/ Skills

- Track record of success sourcing qualified leads
- Exceptional communication skills both verbal and written
- Strong relationship building skills
- Strong knowledge of Microsoft Office Suite
- Independent, self-motivated, strong drive, high energy

Education/Experience

- Bachelors’ degree in business or a related field
- 3 years’ experience cold calling



Central States Water Resources

Director of Business Development and Strategic Planning

Department: Operations

FLSA Status: Exempt

Grade/Level:

Job Type: Remote/Business Development

Work Schedule:

Typically Monday through Friday. 40 hours per week. Overtime as needed.

Job Status: Full Time

Reports To: Senior Vice President of Operations

Amount of Travel Required: 50%

Positions Supervised: None

POSITION SUMMARY

Direct the overall company utility acquisition strategy, open new state utility markets, help to develop operations for new markets, identify and acquire new water and wastewater utilities across the continental United States and help create and maintain a long-term company-wide operations program at both the utility and corporate level.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- New business development and origination.
- Work in compliance with CSWR policies and guidelines at all times.
- Other tasks as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Attention to Detail - Ability to pay attention to the minute details of a project or task from the beginning to the end of the project/task.
- Business Acumen - Ability to grasp and understand business concepts and issues.

- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Judgment - The ability to formulate a sound decision using the available information.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school): Required

Experience: 5 plus years of experience

Computer Skills: MS Office Suite, SAP Systems

Certifications & Licenses:

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand O
 Walk O
 Sit F
 Manually Manipulate F
 Reach Outward F
 Reach Above Shoulder O
 Climb O
 Crawl O
 Squat or Kneel O
 Bend O

Lift/Carry

10 lbs or less O
 11-20 lbs O
 21-50 lbs N
 51-100 lbs N
 Over 100 lbs N

Push/Pull

12 lbs or less O
 13-25 lbs O
 26-40 lbs N
 41-100 lbs N

Other Physical Requirements

- Vision – Satisfactory
- Ability to wear Personal Protective Equipment (PPE) - As required

WORK ENVIRONMENT

Office

Prepared By: Barb Eaton Date: 5/14/2020
 Approval: Josiah Cox Date: 5/14/2020
 Print Name: _____ Date: _____
 Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.



Director of Regulatory Operations

Department: Business Operations	Job Status: Full-Time Exempt
Reports to: Vice President	Positions Supervised: Regulatory Team; External Communications
Schedule: Monday-Friday 8 hours per day Overtime as needed	Travel Required: 6-10 days/month

Water infrastructure is a critical component of the health of all communities in the United States. Unfortunately, much of the water infrastructure supporting our communities is failing due to lack of investment. Central States Water Resources, Inc. (CSWR) is at the forefront of the water utility industry by bringing solutions to some of the most troubled water infrastructure systems in the United States. CSWR is actively acquiring, renovating, and stabilizing water and wastewater operations in many communities, bringing the infrastructure investment needed to ensure safe, reliable water service to allow communities to thrive. CSWR’s mission is to make safe water resources available to every community in America.

Position Summary

This position is primarily responsible for guiding the regulatory filings and relations and external communications of CSWR. This position would position CSWR as a top investor-owned water and sewer provider with governing bodies at a federal and state level that provide oversight for the operating subsidiaries of CSWR.

Essential Functions

- Manages the company’s regulatory application process to obtain all necessary permits, licenses, certificates, authorizations, and rate approvals.
- Oversee External Communications team that enables company to execute communication with stakeholders regarding utility operations and activities across all jurisdictions.
- Develop and direct regulatory and governmental outreach, rates filings, and regulatory filings required at the state level.
- Coordinates with regulatory authorities and commission staff and participates in industry forums to influence regulatory policies.
- Provide leadership to regulatory team to execute on regulatory strategy across all jurisdictions.
- Act as a witness on rate and regulatory related filings before our respective Commissions, other regulators, and governmental agencies
- Manages the review and interpretation of new pending laws and regulations, which potentially affect the organization's business practices, and coordinates the



development or revision of policies, procedures, contracts, and agreements to ensure compliance

- Research and monitors changes in laws and regulations
- Informs management on key changes and ongoing development in proceedings before our regulators
- Updates key management on regulatory changes, developments, and implications of new requirements on functional areas
- Develop, implement, and oversee a framework to ensure each utility is meeting its compliance requirements in an accurate and timely manner



Central States Water Resources

Senior Vice President of Operations

Department: Operations

FLSA Status: Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Saturday through Sunday

Job Status: Full Time

Reports To:

Amount of Travel Required: 75%

Positions Supervised: Director of Business

Development & Strategic Planning, Director of Engineering, Utility Engineer

POSITION SUMMARY

Acquisition, development, and rate stabilization of CSWR-affiliated utilities.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Maintenance, capital planning, and regulatory compliance for all CSWR affiliated facilities
- Management and maintenance of service providers, customer service, billing service providers, and engineering firms.
- Work in compliance with CSWR policies and guidelines at all times.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Attention to Detail - Ability to pay attention to the minute details of a project or task from the beginning to the end of the project/task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.

- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Systems Analysis - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: BS Engineering and MBA

Experience: 5 years with utilities

Computer Skills: MS Office Suite, SAP

**Certifications &
Licenses:**

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand O
 Walk O
 Sit F
 Manually Manipulate F
 Reach Outward F
 Reach Above Shoulder O
 Climb O
 Crawl O
 Squat or Kneel O
 Bend O

Lift/Carry

10 lbs or less O
 11-20 lbs O
 21-50 lbs N
 51-100 lbs N
 Over 100 lbs N

Push/Pull

12 lbs or less O
 13-25 lbs O
 26-40 lbs N
 41-100 lbs N

Other Physical Requirements

- Vision – Satisfactory
- Ability to wear Personal Protective Equipment (PPE) - As required

WORK ENVIRONMENT

Office

Prepared By: Barb Eaton Date: 5/14/2020
 Approval: Josiah Cox Date: 5/14/2020
 Print Name: _____ Date: _____
 Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.



Central States Water Resources

Utility Acquisition Specialist

Department: Regulatory	Job Status: Full-Time Exempt
Reports to: Regulatory Case Manager	Positions Supervised: Business Dev Associate
Schedule: Monday-Friday 8 hours per day Overtime as required	Travel Required: 15%

Position Summary:

The Utility Acquisition Specialist’s primary role is to provide support for the acquisition of utility assets from initial contact to regulatory approval and will have ownership regarding closing. The primary areas of responsibility include target tracking, information gathering, stakeholder communication and administrative duties for business development activities. This role is focused on supporting the company’s acquisition efforts to effectively position the company with sellers and regulators while maintaining a comprehensive database of acquisition targets. The Utility Acquisition Specialist is a key administrative resource, working closely with the Senior Vice President, Vice President, Directors of Business Development, and other team members to maximize the company's communications effectiveness, flexibility, and responsiveness within the communities we serve.

The Utility Acquisition Specialist is an active and vital component of an integrated acquisition team operating throughout an organization that is responsible for functional excellence gathering and disseminating accurate and timely information to various internal and external stakeholders.

Essential Functions:

- Manage database of target utilities that are active and inactive
- Tracking status of active acquisition negotiations and providing support as required
- Responding to regulatory information requests to ensure consistency, accuracy, and timeliness
- Providing administrative support for potential acquisition presentations, information gathering and organization
- Gather relevant financial information and compile into draft pro forma financial models
- Communicating acquisition status with utility owners and gathering necessary information from owners relevant to completing acquisition
- Coordinate with internal departments to schedule acquisition closings
- Responsible for coordinating and scheduling acquisition closings with outside counsel.
- Coordinating with outside counsel to resolve any title work issues
- Gathering preparing communications to utility owners at specific milestones in acquisition process and disseminating information to appropriate internal stakeholders
- Logging and tracking issues with utility owners that are barriers to acquisition being completed.
- Maintaining Business Development SharePoint Document Library for internal access to Business Development documents.
- Serve as a resource for regulatory tasks and processes
- All other duties as assigned.



Central States Water Resources

Utility Acquisition Specialist

Knowledge/Skills

- Possesses strong written and verbal communication skills.
- Has excellent and efficient working knowledge of PowerPoint, Word, Excel.
- Demonstrated ability to handle multiple tasks and produce quality materials while achieving results and meeting deadlines
- Demonstrated ability to prioritize and re-prioritize quickly. Ability to multi-task.
- Ability to respond tactfully and in a timely manner to customer inquiries and other external requests.

Experience/Education

- Bachelor’s degree in business, marketing, or demonstrated experience commensurate with the requirements of the position.

Employee Signature: _____

Date: _____