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Service Coordinator – Entry Level

Position Summary:

Responsible for supporting all facets of drinking water and wastewater compliance, interaction with regulatory authorities, operational team, and the public. This individual will regularly interact with a diverse group of team members both in an office setting and individuals in the field.

Responsibilities:

- Adheres to and promotes all Company Safety Policies and the Company Code of Conduct.
- Maintain sampling schedules and Chains of Custody, tracking sampling for all systems and ensuring all sampling is completed.
- Issue, maintain and communicate Sampling Work Reports including sampling results, delinquent samples and other related correspondence to internal/external stakeholders (e.g. Internal team, DEP, Local Board of Health, Owner, etc.)
- Develop, organize and maintain coliform and lead and copper sampling plans.
- Compile data for Consumer Confidence and Annual Statistics Reports.
- Update, archive and maintain file systems.
- Review and code laboratory invoices.
- Maintain compliance with all State and Federal regulatory requirements and guidelines.
- Perform other miscellaneous duties and responsibilities as required.

Requirements:

- High School Diploma or GED
- 1+ years of related experience working in an administrative coordination role.
- Advanced Proficiency in MS Office (Word, Excel, Outlook).
- Strong organizational skills and ability to multitask
- Work effectively on individual tasks and in coordination with a team through multiple stages of tracking, acting, and reporting on compliance matters.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to learn and comprehend water and wastewater Compliance and Regulations to define problems, collect data, establish facts, and draw valid conclusions.
- OSHA 10 General Industry Certification, or ability to obtain during pre-employment (company provided online training).
- Valid U.S. Driver's License and clear pre-employment requirements.

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Contact Info: Judi Muse - Talent Acquisition Recruiter 5088646306 jmuse@rhwhite.com