

Founded in 1886, American Water is the largest and most geographically diverse publicly traded U.S. water and wastewater utility company. With headquarters in Voorhees, N.J., the company employs 6,800 dedicated professionals who provide regulated and market-based drinking water, wastewater and other related services to an estimated 15 million people in 47 states and Ontario, Canada. To learn more about American Water and additional career opportunities, visit www.amwater.com.

Key Accountabilities:

- Provide labor and employment-related legal advice and counsel to the Company's human resource professionals, senior management, regional counsel and business clients throughout the American Water organization. This responsibility is national in scope and includes, but is not limited to, legal research, drafting written memoranda, giving oral and/or written legal advice and analyzing risk and preparing agency required positions statements/correspondence. (35%)
- Directly manages and works with outside counsel in handling assigned litigation and agency matters. Supervises outside counsel for litigation matters, including overseeing trials, reviewing briefs and other pleadings and memoranda, and recommending whether a case should be tried or settled. Represents the Company in pre-litigation employment matters and negotiates with opposing counsel in an effort to resolve issues before employment litigation is formally filed. (15%)
- Defends and counsels on labor-related arbitrations, grievances, charges and mediation. Prepares employees/witnesses for depositions/investigations. Serves as a resource to the company Labor Relations team providing support at bargaining sessions and/or in the development of strategies and positions for bargaining and participates in collective bargaining as requested. (15%)
- Provides training to supervisors and management throughout the American Water organization; creates, manages and coordinates records retention policies and procedures. (10%)
- Provides advice to employee immigration issues; oversee all immigration matters throughout the organization. (10%)
- Reviews and negotiates labor employment contracts with third parties
- Identifies and develops appropriate compliance and regulatory strategies to ensure company-wide compliance with applicable federal, state and local employment laws, (e.g. wage and hour, OFCCP, EEO). Provides direct advice and counsel to company locations experiencing Department of Labor (or other agency) investigations and audits, as well as EEO Surveys and Compliance Checks. Investigates Code of Ethics violations as assigned. (15%)
- Provides training to supervisors and management throughout the American Water organization.
- Serves as a resource to the company Labor Relations team providing support at bargaining sessions and/or in the development of strategies and positions for bargaining and participates in collective bargaining as requested.
- Assists the Corporate General Counsel and the Regional General Counsel with corporate related and/or general litigation matters and advises the General Counsel and the Senior Vice-President of Legal on such topics.
- Effective skills in dispute resolution and collaborative problem solving.
- Conducts due diligence inquiries regarding the Company's acquisitions/divestitures and negotiates/drafts employment-related

Education:

- Juris Doctorate or equivalent law degree from accredited law school and license to practice in the state of New Jersey or a significant state of operation.
- Multiple Bar admissions will be a plus.

Experience:

- 7-8 years of employment practice experience in a large law firm, Fortune 500 company, or a combination of law firm and in-house experience.
- Experience in traditional labor and collective bargaining.

Join American Water. We provide [Clean Water for Life](#).
American Water is committed to a diverse workforce.
EOE/Minority/Female/Disabled/Veteran