



Position Title: Operations Manager

Company: Hearthstone Water

Location: Sierra Vista, AZ

Department: Operations

Posting Date: 7/7/2022

Apply by: 7/15/2022

General Statement of Responsibilities:

- This position will be responsible for the day-to-day operational management of the water systems for multiple water utilities (one also includes wastewater) in and around the Sierra Vista, AZ area. This includes responsibility of all water treatment and distribution systems, including, but not limited to, groundwater wells, arsenic treatment facilities, booster pump stations, and all distribution system piping, valves, hydrants, etc. Reports to the Director of Operations.

Essential Duties and Responsibilities:

- Oversee and monitor the daily operation of several sites in SE Arizona.
- Manage all operations employees; prioritize and assign work.
- Learn and apply all safety rules and regulations. Establish and lead a strong safety culture.
- Maintain compliance with U.S. EPA Safe Drinking Water Act and ADEQ drinking water regulations.
- Select, develop, motivate, and evaluate assigned personnel.
- Provide and organize employee training.
- Prepare and monitor the capital budget.
- Manage capital projects; develop work plans consisting of mission, objectives, scope of work, budget, schedules, and baseline requirements; identify critical issues and recommend solutions.
- Perform record keeping functions such as logging plant operation, test results, maintenance work performed and unusual operating conditions.
- Make necessary adjustments to chlorinators, pumps, and other operational equipment.
- Respond to and perform emergency repairs at irregular hours.
- Ensure conformance to process specifications, troubleshoot and diagnose operational problems and take corrective action.
- Evaluate contractors and establish relationships with new contractors.

Minimum Training and Experience Required To Perform Essential Functions:

- Extensive knowledge of safety practices and procedures as they apply to water treatment facilities, distribution systems, wastewater systems, mechanical equipment, chemical handling, general tools and machinery.

- Extensive knowledge of the use of equipment used in water or wastewater treatment processes, such as pumps, motors, valves, filters, engines, meters, generators and compressors.
- Minimum of six years hands-on experience in the operation, maintenance, repair, rebuild and service of mechanical equipment, control valves, pumps, motors, tanks and piping systems found in a water plant.
- Minimum of three years supervisory experience in the operation, maintenance, repair, rebuild, and service of mechanical equipment, control valves, pumps, motors, tanks, and piping systems.
- Ability to recognize and use tools and equipment necessary to perform limited repairs to equipment.
- Knowledge of the safe and proper operation of various types of hand and power tools, pick-up trucks, tractors and similar vehicles.
- Excellent written and oral communication skills, strong mentoring and team-building skills.
- Proficient in Excel and Word.

Other Special Requirements:

- High school diploma or equivalent.
- Must possess a valid Arizona driver's license in good standing.
- Must possess ADEQ Grade 3 Water Distribution and Treatment certifications.
- Must possess ADEQ Grade 1 Wastewater Treatment and Collection certifications.

Physical And Mental Abilities Required To Perform Essential Functions:

- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively orally and in writing with personnel, contractors, and supervisor.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas, working in tanks and/or confined spaces.
- Ability to be subject to 24-hour on call, variable working hours, overtime, weekends and holidays. May be required to perform stand-by duties and respond to plant emergencies.

Application Process:

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.