



Position Title: Utilities Supervisor

Company: Hearthstone Water

Location: Cochise County, AZ

Department: Operations

Posting Date: 10/25/2022

Apply by: 11/01/2022

General Statement of Responsibilities:

- This position will be responsible for the day-to-day operation, maintenance, scheduling, and supervision of 3 employees for multiple water and wastewater systems in Cochise County. This includes operation and maintenance of water treatment and distribution systems and wastewater treatment and collection systems, including, but not limited to, groundwater wells, booster pump stations, lagoons, collection piping, and all distribution system piping, valves, tanks, hydrants, etc. Reports to the Operations Manager.

Supervisory Responsibilities:

- Oversee, schedule and arrange crew work on a daily basis.
- Review all projects activities, work equipment and sites every day to make sure everything is performed to company standards as well as to the latest OSHA regulations and standards.
- Work with other necessary personnel and supervisors to ensure all site and crew activities are in sync.
- Delegate jobs to crew members as determined by their capabilities and the general requirements of specific work projects and site parameters.
- Meet with other managers/supervisors and necessary personnel as required in order to fully resolve conflicts, complications and other issues according to company and client standards/requirements.
- Train new crew members and provide workers with continuing education according to the latest industry requirements in order that all work meets the most current specifications.

Essential Job Tasks:

- Maintain shop inventory, operate machinery, complete daily work orders, and install and repair water meters.
- Oversee general landscaping/maintenance tasks within the plant sites, office, and distribution system.
- Load and unload materials and equipment; assist in delivery, storage and transfer of chlorine.
- Operate, maintain and inspect all treatment process equipment, perform/assist in repairs, and report faulty equipment.
- Operate various hand and power tools and test instruments.
- Learn and apply all safety rules and regulations.

- Assist in routine plant operational duties and learn the practices, procedures, safety practices, techniques, regulations and laws relating to water treatment and distribution by participating in on-the-job training.
- Perform record keeping functions such as logging plant operation, test results, maintenance work performed and unusual operating conditions.
- Perform routine operational duties and learn to perform more complex or critical assignments.
- Make necessary adjustments to chlorinators, pumps, and other operational equipment.
- Respond to and perform emergency repairs at irregular hours.
- Subject to 24-hour on call, variable working hours, overtime, weekends and holidays. May be required to perform stand-by duties and respond to emergencies.

Minimum Training and Experience Required To Perform Essential Functions:

- General knowledge of safety practices and procedures as they apply to water treatment facilities, distribution systems, mechanical equipment, chemical handling, general tools and machinery.
- General knowledge of the use of equipment used in water treatment or distribution processes, such as pumps, motors, valves, filters, engines, meters, generators and compressors.
- Minimum of five-year 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.
- 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.

Other Special Requirements:

- High school diploma or equivalent.
- Must possess a valid Arizona driver's license in good standing.
- Must possess ADEQ Grade 2 or higher Water Distribution and Treatment and Grade 1 or higher Wastewater Treatment and Collection Certifications.

Physical And Mental Abilities Required To Perform Essential Functions:

- Ability to communicate effectively orally and in writing with supervisor and personnel.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exert effort in strenuous physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- 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 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.