

**WATER UTILITY OPERATIONS MANAGER  
OAK CREEK WATER COMPANY**

The ideal candidate must be a self-starter and highly motivated with the ability to work independently and as a team. The position performs a variety of duties in the operation, installation, maintenance and repair of water distribution systems, including reading meters, responding to customer complaints, repairing main and service line leaks and breaks; installing, repairing and maintaining water system infrastructure such as water mains, valves, pumps, meter connections and appurtenances; and other duties.

**Requirements:**

- State of Arizona ADEQ Water Distribution Operator Certificate Grade I / II or must obtain Grade II certification within one year of employment and Grade III within two years of employment
- Valid Arizona Driver's License and proof of good driving record
- Requires working outside in a variety of environmental extremes such as heat, cold, rain, snow, mud and dust
- Ability to move heavy objects (50 pounds or more)
- Considered "first responder" during emergency conditions which may require occasional weekends, holidays and evenings. Requires candidates live within 20 minutes travel time from West Sedona, AZ
- Excellent customer service
- High school diploma or equivalent
- Basic computer skills
- Must have effective oral and written communication skills

Candidates must submit the required job application, available at [www.oakcreekwater.com](http://www.oakcreekwater.com). Submit the completed and signed application with resume and current certifications to: [HRoakcreekwater@gmail.com](mailto:HRoakcreekwater@gmail.com)

Employment is contingent upon successful completion of a criminal background investigation, previous employment verification, MVD checks, pre-employment physical exam, drug and alcohol screening.

## **Operations Manager**

### **Position summary**

Under the supervision of the board of directors, the certified operator performs a wide variety of tasks necessary for the efficient production and distribution of water of sufficient quantity and quality to meet customer demand. This position will be on 24-hour call every day, including weekends and holidays. The position is hired by the full board of directors. There is a three-month probationary period. Evaluations are conducted at the end of the probationary period and annually thereafter during the month of the utility's annual membership meeting.

### **Education and experience**

Requires, at a minimum, a high school diploma or equivalent and at least [number] years' experience working at a public water supply system. This position also requires a valid Class II (or higher) Water Operator Certificate. The board may waive the education and experience requirements if there are no applicants meeting the requirements for this position. However, if such a waiver is granted, the probationary period is automatically extended to one year, in which time the person filling this position may be dismissed by a majority vote of the board if there is reasonable evidence that the lack of education and experience is hindering the execution of the required duties stated below.

### **Operational duties**

- Adheres to minimum operator guidelines.
  - Ensures compliance with federal (EPA) and state water-quality standards.
  - Provides regular oral and written operations and maintenance reports to the board summarizing system status/needs.
  - Maintains and supervises control over the inventory of materials, supplies, chemicals, and equipment.
  - Performs routine preventative maintenance inspections of equipment; performs repairs, adjustments, and maintenance of pumps, electric motors, valves, meters, chemical feeders, and fire hydrants; lubricates and oils machinery; maintains gas engines and compressors; and maintains proper records of preventative maintenance work.
  - Calculates water-loss figures and supervises leak-detection surveys when water loss exceeds 25 percent of water produced.
  - Responds to emergency conditions according to the Emergency Operating Procedures.
- Performance of these responsibilities is a necessary and vitally important part of providing safe and cost-effective water and wastewater services to our customers.

**Duties related to the management and administration of the system**

- Advises and assists the board regarding repair and/or replacement of needed equipment.
- Develops estimates for recommended purchases of goods and services. • Documents all maintenance activities on approved Operations & Maintenance Recordkeeping System and presents copies of all work orders along with a statement to the board each month for review and approval.
- Works closely with engineers, contractors and state regulatory officials.
- Participates with the board and consulting engineers in planning system improvements or expansions.
- Handles customer inquiries and complaints related to water service or billing questions.

**Required knowledge and skills**

Extensive knowledge of the methods, practices, tools and materials used in the operation, maintenance, and repair of water storage, treatment, and distribution equipment and machinery, including but not limited to:

- Extensive knowledge of chlorination disinfection and corrosion-control equipment and required discharge rates.
- Working knowledge of the mechanics of pumps and other electrical equipment and machinery.
- Ability to learn plant electrical systems, power-circuit changes and circuit-breaker resets.
- Ability to perform basic chemical tests.
- Ability to detect and diagnose faulty operation of equipment and make corrections.
- Thorough knowledge of the equipment, tools and procedures used in installing and repairing water mains, services, fire hydrants and meters.
- Knowledge of applicable laws and safety regulations for crew and public safety and the proper use of chlorine and other hazardous chemicals.
- Ability to plan, organize, and supervise the operation, maintenance and repair of the utility's storage, treatment and distribution systems, including the organizational skills necessary for scheduling daily activities.

I have read, understand and agree to perform all the tasks and responsibilities as outlined above.

\_\_\_\_\_ Signed Date \_\_\_\_\_