

Job Title: Operations Manager – Shore Water Co

Job Summary: Shore Water Company, a family-owned water utility since 1954, seeks an Operations Manager who will be responsible for the overall management of operation and maintenance functions of all distribution system assets, treatment, pumping, storage and water quality testing activities for the Company in accordance with industry best practices and procedures. Reports directly to the President.

Work Performed:

- Responsible for the water system operation functions of the Company including the operation and maintenance of production facilities; distribution system assets; water quality testing; establishing and updating of procedures; the maintaining of safe working conditions; and compliance with applicable Federal, State and Municipal regulations.
- Responsible to the Company and the State of New Jersey as the licensed operator for the Company's treatment and distribution facilities in order to assure water quality that consistently meets or exceeds company goals and regulatory mandates. Prepares all NJDEP reports and ensures on-time submissions.
- Responsible for the development and implementation of procedures and programs required to assure compliance with all federal, state, municipal statutes and regulations pertaining to public community water treatment facilities including but not limited to:
 - Safe Drinking Water Act/Preparation of CCR
 - Water Quality Accountability Act
 - EPA Standards / UCMR Testing
 - Worker's and Community Right to Know Act
- Ensures cost effective operation of the water system through scheduling and sequencing various tasks in the most efficient manner to meet customer demand while maintaining quality standards.
- Establishes and implements preventive and planned maintenance programs for the proper maintenance and upkeep of all water system assets.

- Ensures compliance with water quality monitoring programs and well head protection programs.
- Responsible for the cost effective purchasing of equipment, materials and chemicals pertaining to the operation of the water system.
- Assists in the development of capital and operating budgets for the water system; and implements and oversees adherence with the approved budgets.
- Maintains open and effective lines of communication with adjacent water systems and local officials. Communicates as necessary with NJDEP / NJBPU.
- Maintains an up to date knowledge of all current and proposed regulations pertaining to water treatment, water quality and system operation; and makes recommendations to Company management for changes needed to assure continual compliance with said regulations.
- Perform the following functions as needed:
 - Water Service Turn-ons and offs.
 - Replacing curb valves and curb boxes.
 - Daily water tests and flow readings.
 - Commercial meter readings.
 - Initial communication and supervision of the installation of new service lines.
 - Local customer service contact.
 - Prepare and submit monthly and quarterly NJDEP and NJBPU reports.
 - Perform mark outs of existing facilities as required under One Call regulations.
 - Prepare monthly operating report for upper management.
 - Annual Hydrant flushing and valve exercising programs.
 - Supervise weekend water testing assistant.
 - Be available for 24/7 on-call responsibilities in order to address system emergencies on a rotating on-call schedule.
- Responsible for the updating and completeness of the operational procedures manual and assists in the updating of the Asset Management Plan.

Qualifications:

- High School Degree or GED equivalent.
- At least 10 years of progressively increasing responsible experience in areas of the production and treatment of well water and water chemistry and testing; operation and maintenance of water distribution systems.
- Possession of a T-2 and W-1 Water Treatment Operator's License issued by the State of New Jersey.
- Ability to read, write, speak, understand and communicate in English at a high level of proficiency.
- An intermediate level of proficiency in the use of computers and computer software such as spreadsheets and relational database programs.
- Valid NJ driver's license.

Salary & Benefits:

- Salary commensurate with experience
- Health insurance
- 401(K)
- Paid time off

Americans With Disabilities Act:

Climbing ability.

Visual acuity.

Manual dexterity.

Heavy lifting.

Normal hearing.

Walking ability.

Works with and around chemicals.

Apply:

- Email cover letter and resume to: shorewaterco@gmail.com