



Operations Analyst

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking Operations Analyst at our Phoenix corporate office. The Operations Analyst develops, updates, and administers the company's water supply and demand management activities and strategies. The Operations Analyst assists the President and other company officers and managers to develop company policies and operating procedures. This is a management level position and reports to the Operations Supervisor.

With limited supervision, the Operations Analyst will perform a variety of tasks, duties and functions such as:

- Prepare and provide monthly reports to Division Managers showing water production, water sales, unsold water by category, and water loss reduction efforts.
- Work with Division Managers to track water system production capacity and water system demands.
- Administer environmental compliance management recordkeeping and real property inspections.

- Develop projections of water use, unsold statistics, source of supply costs, and O&M expenses for company management.
- Maintain the company's tank maintenance database and schedule tank maintenance and inspections with Division Managers. Develop projections of tank maintenance expenses for company management.
- Work with Vice President – Operations and Division Managers to gather information needed to complete the company's applications for Workers Compensation insurance and liability insurance.

- Manage the Company's fleet of vehicles including ordering, reporting and maintenance tracking.

- Assist in the training of the Company's Customer Service Representatives ("CSR").
- Manage the phone system use with the Company's CSRs including training.
- Manage the routine maintenance of the building and all contracts associated with building maintenance.
- Gather data to update the Operations Full Time Equivalence ("FTE") report.
- Assist in the Operator Certification Program.
- Perform other tasks and duties as directed.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

The required skills, knowledge and physical requirements include, but are not limited to the following:



ARIZONA WATER COMPANY

- Excellent personal computer skills and proficiency with Microsoft Word, Excel, Access, and PowerPoint.
- Ability to communicate effectively in writing and have effective public speaking skills for presentations within the company and in public forums.
- Ability to follow oral and written instructions.
- Must be dependable, punctual, have good attendance, and have professional demeanor and appearance.
- Must exercise good sound judgment.
- Ability to sit, stand, walk, reach, grasp, push, pull, bend, stoop, climb, crouch, squat, crawl, twist, perform repetitive physical activities, and lift up to 30 lbs.
- Within 12 months of hire or promotion must learn and be knowledgeable about Arizona's 1980 Groundwater Management Act, water rights, ADWR's Assured Water Supply rules, water regulations, and state water policies.

EDUCATION, TRAINING, AND EXPERIENCE

The following are required:

- High school diploma.
- College degree or equivalent water utility administrative work experience in water resources, water utility operations, environmental compliance, statistics, or other applicable study areas.
- Minimum two years of experience in water system operations, water planning or similar position. Other comparable experience and education that meet the minimum requirement may be considered.
- Valid Arizona driver's license and acceptable driving record

The company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays, vacation, and 401(k). Send a detailed resume: awc-hr@azwater.com.