

# OPTIMIZE

## WATER SOLUTIONS™

Creating Clean and Empowering Water Solutions

## JOB DESCRIPTION

### Position: Operations Manager

#### A. Overview

Optimize Water Solutions LLC designs and manufactures mobile, solar-powered water pumping and purification systems to provide clean water to communities in emergency situations as well as areas with compromised water quality. We are a mission-driven organization focused on delivering sustainable water solutions for disaster relief and long-term community development. The company is committed to innovation, quality, and impact, and seeks to formalize and streamline its production processes for mass manufacturing. The Operations Manager will play a key role in leading the assembly, procurement, and workforce development initiatives to achieve these goals.

Optimize Water Solutions operates accross North America, including the US, Canada, Mexico, and the Caribbean, but is largely focused on the 13-state Appalachian Region.

#### B. Position Summary

The **Operations Manager** is responsible for overseeing the manufacturing and assembly process of our **Optimize Water Solutions** mobile, solar-powered water systems, ensuring production efficiency, quality control, and timely delivery. This position includes managing a small team of technicians (2-3 staff members) and handling procurement activities. The **Operations Manager** will also develop and deliver training programs, including outreach efforts with local educational institutions, training centers, and workforce development agencies.

Reporting to the CEO, this role is a critical part of the management team, contributing to the organization's strategic growth and operational excellence. The role features significant customer contact as well as day-to-day communication with **Optimize Water Solutions** Leadership as well as the organization's Board of Directors.

Optimize Water Solutions, LLC

10312 Governor Lane Boulevard, Suite 5012 Williamsport, MD 21795 USA

[www.OptimizeWaterSolutions.com](http://www.OptimizeWaterSolutions.com) 1.301.778.9300

## C. Responsibilities:

### 1. Manufacturing and Assembly Management

- Serve as a key member of the senior leadership team and foster an environment of accountability, collaboration, fiscal responsibility, innovation, and urgency across the organization's functions.
- Learn, implement, and enhance the manufacturing and assembly process for our mobile, solar-powered water pumping and purification systems.
- Work hands-on to assemble and build mobile, solar-powered water pumping and purification units, ensuring firsthand knowledge, quality assurance, and process optimization.
- Manage day-to-day operations of the manufacturing and assembly floor, ensuring efficiency and adherence to quality and safety standards.
- Supervise a team of technicians, providing hands-on support and guidance as needed.
- Research and recommend products, technologies, and processes that reduce costs and/or differentiate the **Optimize Water Solutions** offer.
- Establish and document standard operating procedures (SOPs) for production processes, business procedures, metrics, and best-practices across **Optimize Water Solutions** operations.
- Provide information for monthly, quarterly, and annual business operating reviews.
- Support the development of proposals, quotes, and formal RFP responses; assess business cases; and contribute to effective presentations.
- Identify opportunities for process improvements to 'Optimize' production workflows.

### 2. Procurement and Inventory Management

- Manage Original Equipment Manufacturers (OEMs) and manufacturing procurement, including specification and approval of materials, components, and equipment required for production.
- Negotiate pricing, terms, and contracting of required equipment, as well as installation and maintenance services to ensure the optimization of product economics, working capital, and risk mitigation.
- Develop and maintain relationships with suppliers to ensure timely delivery of high-quality materials.
- Manage inventory levels to balance cost efficiency with production needs.
- Implement systems for tracking and managing inventory, ensuring accuracy and accountability.

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### 3. Quality Control and Safety

- Establish and enforce quality-control protocols to ensure all products meet performance standards.
- Implement safety measures to maintain a secure and compliant working environment.
- Conduct regular inspections and audits to identify and address any quality or safety issues.

### 4. Training and Workforce Development

- Develop and deliver training programs for technicians and new hires.
- Partner with local workforce educational institutions, training centers, and workforce development agencies to recruit and train individuals from the community.
- Ensure that all staff are properly trained on production processes, equipment use, and safety protocols.
- Foster a culture of continuous learning and improvement within the team.

### 5. Project Management and Reporting

- Develop and maintain production schedules to meet project timelines and customer deadlines.
- Track and report on Key Performance Indicators (KPIs) related to production efficiency, quality, and cost.
- Collaborate with the Leadership Team to identify and implement strategic improvements in operations.
- Support the development and execution of new product initiatives and pilot programs.

### 6. Customer Support and Outreach

- Assist with customer inquiries related to product performance and maintenance.
- Participate in outreach initiatives to demonstrate product capabilities to potential partners and customers.
- Support community engagement efforts to promote the impact of the company's systems.

## D. Qualifications

### 1. Knowledge and Skills

- Robust understanding of manufacturing and assembly, particularly in small-scale operations.
- Experience in procurement, supply chain management, and inventory control.
- Deep organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent project management skills with a strong quantitative and analytical ability.
- Strong communication and interpersonal skills.
- Exceptional leadership skills with the ability to motivate and manage a small team.

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- Ability to contribute to the standardization of business processes, metrics, and best-practices across **Optimize Water Solutions** manufacturing and assembly operations.
- Capacity to rapidly integrate new concepts, standards, and processes into the company toolbox to deliver scale and systemic efficiency.
- Experience working both independently and in a team-oriented, collaborative environment.
- Strong team approach based on mutual respect and a positive attitude.
- Champion of the importance of standard operating procedures, safety, respect, and integrity.
- Commitment to providing exceptional customer communication and service.
- Motivated to build a timely clean energy and water solutions company with experienced growth managers/entrepreneurs.
- Knowledge of the renewable energy or water solutions sector is a plus, but not required, along with an established network of industry stakeholders, government representatives, and financial stakeholders.

## 2. Competencies

- Highly proficient with the Microsoft Office Suite (Word, Excel, PowerPoint) or similar, as well as project management tools, and inventory management software.
- Experience leveraging Artificial Intelligence (AI) tools and systems to optimize manufacturing processes, enhance workflow automation, and drive innovation in assembly and production, a significant plus.
- Creative thinker, independent worker and self-starter.
- Strong business acumen. Ability to quickly assess the potential value and risks of a business opportunity, and prioritize potential manufacturing process improvement opportunities.
- Self-motivated with proven ability to perform at a high level with limited direct oversight and management.
- Experience with engineering design packages and reading schematics.
- Exceptional attention-to-detail and strong analytical skills for problem-solving.
- Strong organizational skills including: Multi-tasking, prioritizing, planning, and effective time management.
- Ability to work under tight deadlines as part of a high-performance, interdisciplinary team.
- Proven experience managing supply chains, project contractors, and specialists.
- Strong negotiation skills. Ability to present points of view in an effective way, representing well the interests and position of the organization and gain support for ideas.
- Effectively develops and maintains strong personal and organizational relationships with internal and external staff, as well as related organizations.

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### 3. Education

- Bachelor's degree in Business, Engineering, Operations Management, or a related field.
- Relevant work experience may be considered in lieu of a formal degree.
- That said, a Master's Degree is a plus.

### 4. Experience

- 5+ years of experience in manufacturing, assembly, or operations management.
- Experience managing a small team in a hands-on production environment.
- Experience with procurement and supplier management.
- Experience in a high-growth company (preferably manufacturing) including entrepreneurial flexibility to manage dynamic, challenging situations.
- Prior experience in the resiliency, renewable energy, or water technology sectors is a plus.

### 5. Certifications

- None required, but certifications in project management or lean manufacturing are a plus.

## E. Key Relationships

- Reports to the CEO. As of now, the position has scope to grow into a COO role.
- Works collaboratively with the Leadership Team, including the Director of Business Development and the Chief Financial Officer, as well as trusted outside consultants.
- Manages a team of 2-3 assembly technicians.
- Engages with suppliers, customers, and workforce development partners.

## F. Physical Requirements

- This position involves both office work and hands-on assembly activities.
- Ability to lift up to 50 lbs. and stand for extended periods.
- This position also occasionally requires field duties requiring significant walking, often in environments suffering catastrophic storm damage.

## G. Working Environment

- Primarily based in the company's manufacturing facility.
- May also require occasional travel to supplier sites, customer locations, and community events.
- Flexible working hours may be required, including evenings and weekends.

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*Optimize Water Solutions LLC is an Equal Employment Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, citizenship status, military status, protected veteran status, religion, creed, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender, gender identity or expression, age, genetic information, or any other basis protected by law, ordinance, or regulation.*

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