



## JOB DESCRIPTION

**Position:** Drilling Supervisor

**Company:** A-Zone Environmental Services, LLC, an environmental drilling, remediation, construction, demolition, and field services company, is seeking an experienced Environmental Drilling Supervisor to join our growing team. This position is in the Eastern Panhandle of West Virginia (Charles Town, WV)/Northern Virginia/Maryland area.

- **Job Description:** The Drilling Supervisor is responsible for managing the company's drilling department. He/she will have direct oversight and management of staff and subcontractors working on a large and diverse environmental drilling and other projects as well as costing and planning proposed future projects. This position will require "hands on" participation in completion of certain project tasks including operation of Geoprobe and other heavy equipment, occasional work with power and hand tools; and working with contaminated soil and water. The Drilling Supervisor is responsible for implementation, management, and adherence to quality assurance and quality control processes. He/she must have supervisory experience as he/she will be responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and rewarding and disciplining employees. The drilling supervisor must have experience developing cost proposals, invoices, and reports.

### **Job Duties Include:**

- Visit job sites and proposed job sites as required to perform estimates and gather cost data.
- Speck and secure materials and/or equipment required to complete the project.
- Procure and analyze subcontractor bids.
- Prepare, coordinate, review and distribute estimates in accordance with Company policy and procedures.
- Coordinate with the project manager to develop schedules to meet contract requirements.
- Supervise and direct field crews and subcontractors.
  - Ensure implementation of health and safety and project work plans.
- Resolve day to day problems on the job-site
- Provide direction and coordination of field activities related to drilling and other field work.
- Identify, analyze and develop solutions to causes of disruptions and delays.
  - Monitor project budget and project expenses.
  - Interface and communicate with clients in a professional manner.
  - Develop and maintain professional relationships with subcontractors and vendors.

- Operate and maintain heavy equipment.
- Oversee delivery and off-loading of supplies and materials.
- Complete field reports.
- Hire/dismiss employees.
- Conduct performance appraisals
- Train and mentor junior staff.

**Required knowledge, skills, abilities, and other:**

- 5-10 years of drilling related experience.
- 5 years of estimating experience (Government contracting experience preferred)
- Ability to read and interpret civil engineering drawings, plans, and specifications.
- Ability to calculate figures and amounts percentages, proportions, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Knowledge of commercial and environmental construction, storm water construction, and demolition best practices including sequencing of work.
- Previous experience as a construction foreman or superintendent required.
- Knowledge of construction contracts, subcontracts, and the bid process.
- Ability to manage budgets and schedules.
- Ability to build and lead a strong team.
- Excellent written and verbal communication skills required.
- Must be able to pass a background check to obtain security clearance.

**Education and Experience:**

High School Diploma, GED, or vocational school supplemented by college level or training courses in project management and environmental science or a related field.

**Certificates, Licenses, and Registrations:**

A valid driver's license is required and a safe driving record as measured by company policy. CDL license preferred. Must have a valid MD or WV master well driller's license or the ability to renew if expired. 40-hour HAZWOPER certificate and current 8-hour refresher preferred. Employment is dependent upon the findings of a background check.

**Physical Requirements:** Work may be performed under extreme weather conditions including hot and cold ambient temperatures. Tasks involve bending, lifting, walking, carrying and using a force equal to lifting 50 to 100 pounds. Employment is dependent upon passing drug screening and physical examination by medical professional for the anticipated work requirements.

**Travel:** Willingness to travel is a requirement.

**Salary:** This is a full-time, salaried position. Pay is dependent upon qualifications and experience.

**To apply, please email your resume to:**

A-Zone Environmental Services  
2181 Berryville Pike  
Charles Town, WV 25414  
amorgan@a-zoneenvironmental.com

**Or, you may download a copy of this job description and an application to complete and return via mail or email at:**

[www.a-zoneenvironmental.com](http://www.a-zoneenvironmental.com)