

BOROUGH OF LEMOYNE

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JOB DESCRIPTION

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

STATUS: Full Time

DEPARTMENT: Sewer

REPORTS TO: Borough Manager

PURPOSE:

The purpose of this position is to aid Borough Council and the Borough Manager in providing for the health, safety and welfare of constituents by overseeing the care, construction, operation and maintenance of the sewerage system within the Borough and supervising employees assigned to the Sewer Department. This position carries significant management oversight and supervisory responsibilities of property owned by the Lemoyne Municipal Authority and the Borough of Lemoyne including the Lemoyne wastewater treatment plant, pumping stations, and conveyance and collection system (the sewerage system). The primary duty of the person in this position is assure that the Lemoyne wastewater treatment plant meets all state and federal permit requirements at all times. The person in this position acts as a liaison to the Board of the Lemoyne Municipal Authority, and is also engaged in state and federal regulatory matters affecting the sewerage system. This person also responds to provide emergency services to repair broken or malfunctioning sewerage facilities, and also assists other Departments during snow events, other weather related and emergency situations affecting the Borough.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES:

1. Leadership and Supervision of Sewer Department Employees
 - a) Lead all department work activities, give work assignments and provide direct supervision of department employees; delegate appropriate supervisory responsibilities to the Assistant Supervisor
 - b) Monitor the work results and behavior of department employees, and initiate appropriate corrective actions and/or disciplinary actions when necessary in accordance with the Union Collective Bargaining Agreement and the Borough employee handbook
 - c) Determine personnel resource needs based on department work load; develop and maintain daily, weekly, and seasonal work schedules in compliance with state and federal labor laws and the Union Collective Bargaining Agreement
 - d) Maintain staff attendance records and time off requests; submit payroll information to the Borough Manager

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- e) Conduct annual written performance reviews for all department employees
- f) Provide training, promote and enforce safe work practices; conduct job site safety inspections

2. Operation and Maintenance of Sewerage Facilities

- a) Personally supervise and/or operate, maintain and repair the equipment and facilities associated with the sewerage system in a manner that continually meets or exceeds all regulatory permit requirements
- b) Develop and organize preventative maintenance and safety inspection programs for all facilities, properties, and equipment and maintain appropriate records
- c) Plan and implement routine maintenance and repair projects to keep sewerage facilities and equipment in good working condition based on state and federal safety regulations and good housekeeping standards
- d) Make recommendations to Council, the Borough Manager, and the Lemoyne Municipal Authority on the need to conduct major repair or replacement projects, develop new facilities, and acquire new major pieces of equipment
- e) Oversee procurement of all work and materials associated with the operation and maintenance of all facilities, including but not limited to the purchase of vehicles, tools, equipment, supplies, and other approved purchases, service contracts and construction contracts

3. Administration and Other Duties and Responsibilities

- a) Develop and apply Policies and Procedures specific to the operation and maintenance of the sewerage system and to maintain same in compliance with Federal, State and Borough of Lemoyne regulations
- b) Develop, prepare and maintain all records associated with sewerage system operational compliance as required by applicable regulations, including daily, weekly, monthly and annual regulatory reporting requirements
- c) Develop, prepare and present to Council and the Borough Manager yearly expenditure requirements for supplies and major equipment with appropriate detail and justification as part of the annual budget development process
- d) Review department budget with Borough Manager periodically to determine if budget goals are being met

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- e) Review and approve all purchases made by the department, and then submit them to the Borough Manager for final approval
- f) Maintain an inventory of all tools and equipment, and monitor the use of materials and supplies to maintain proper inventory levels
- g) Attend Borough Council meetings and other meetings as directed; take notes at meetings assigned by the Borough Manager and prepare draft minutes
- h) Provide assistance to other departments and other municipalities as directed
- i) Personally, or by directing others, respond to sewerage system problems and malfunctions, as well as storm events and emergency situations and provide assistance as needed
- j) Maintain certain licenses, such as Wastewater Treatment Plant Operator license, and attend continuing educational workshops as directed
- k) Maintain records, office space and office equipment in a professional manner
- l) Maintain good customer service to borough employees and the general public. This includes returning phone calls and other communications, responding to inquiries and complaints regarding municipal services, and arriving on time for appointments
- m) When requested participate in snow removal and ice control operations by operating vehicles with plows and salt spreaders
- n) Perform other duties related to the sewerage system as directed

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

1. Knowledge:

- a) Operation of the following office machines/equipment:
 - 1) Personal computer and printer
 - 2) Application software: Microsoft Office, Excel, Word, PowerPoint,
 - 3) Adding machine/calculator
 - 4) Photocopier
 - 5) Fax machine
 - 6) Data scanner
- b) State and Federal Regulations related to the Clean Water Act and amendments, as well as the associated compliance and reporting requirements

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- c) Wastewater treatment plant components and treatment systems; pumping station components and operations; flow metering systems; pumps, motors, electrical control systems; chemical lab analysis processes and procedures

2. Mental Abilities:

- a) Read, write, speak, and understand the English language
- b) Understand, follow, and convey complex oral and written information
- c) Learn new tasks and procedures and computer applications
- d) Communicate effectively, efficiently, and professionally in person, by phone, or by e-mail
- e) Maintain confidentiality when directed
- f) Use good judgement in technical, personnel, and public matters
- g) Use computer software and to learn new systems
- h) Explain policies and procedures, and to deal with other employees, agencies and the general public using courtesy, tact and good judgment.
- i) Prioritize workload, assuring timely and efficient completion of work assignments
- j) Analyze data and situations accurately and take corrective action
- k) Work independently with little direction
- l) Read and interpret schematics, construction plans, and maps
- m) Supervise, organize and lead the work of others
- n) Use system software utilized in the operation and maintenance of the facilities
- o) Administrative, organizational and public relations skills; as well as effective written, oral and interpersonal communication skills
- p) Strong mechanical aptitude with direct experience troubleshooting hydraulic, pneumatic, electrical and mechanical systems and equipment

3. Physical Abilities:

- a. Ability to work outside in all weather conditions
- b. Ability to work sit and at a desk for up to three hours at a time
- c. Ability to lift at least 25 pounds
- d. Ability to walk up and down steps and ladders
- e. Hearing and vision adequate for tasks enumerated in this document
- f. Operate motor vehicles
- g. Operate and manipulate hand tools

4. Experience and Training:

- a. Bachelors Degree in Biology, Chemistry, Physics or related field. An Associates Degree in one of these disciplines in combination with direct experience will also be appropriate.

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- b. Minimum of 5 years experience managing a sewer treatment and/or collection system
- c. Minimum of 3 years in a management or supervisory capacity, including direct supervision of a certified laboratory as specified in Pennsylvania Department of Environmental Protection Chapter 252 regulations

CLEARANCES AND LICENSES:

- 1. Possess and maintain Class A Sewage Treatment Plant Operator Certification issued by the PA Department of Environmental Protection
- 2. Possess valid Pennsylvania Driver's License; obtain a Commercial Drivers License Class B within 6 months of hire

TERMS AND CONDITIONS OF EMPLOYMENT:

- 1. Salary will be paid on a biweekly basis
- 2. Salary will be approved on an annual basis by the Borough Council.

APPROVAL OF THIS JOB DESCRIPTION BY BOROUGH COUNCIL:

President, Borough Council

Date

EFFECTIVE DATE:

ACKNOWLEDGEMENT BY EMPLOYEE: