

# **MOUNT JOY BOROUGH AUTHORITY**

## **ASSISTANT AUTHORITY MANAGER**

The Mount Joy Borough Authority is currently accepting applications for the position of Assistant Authority Manager. A complete job description for this position is attached.

This position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Mount Joy Borough office, 21 East Main St, Mount Joy, 717-653-5938 or on the Mount Joy Borough Website, [www.mountjoyborough.com](http://www.mountjoyborough.com) under the employment tab, Please submit applications (required) and resumes to the Mount Joy Borough Authority office, attention Scott Kapcsos, or by email to [scottk@mountjoypa.org](mailto:scottk@mountjoypa.org)

MOUNT JOY BOROUGH AUTHORITY  
JOB DESCRIPTION

TITLE: Assistant Authority Manager

DEPARTMENT: Administration

General Summary: Under general direction, supervise Chief Wastewater Operator, Chief Water Operator and Construction supervisor in the performance of job duties and responsibilities; manage water and wastewater treatment plants and construction department to ensure the proper and safe operation of systems and compliance with governing regulations; assist the Authority Manager in the administration and management of Authority.

Essential Duties and Responsibilities:

1. Meet with plant and construction supervisors to review operating needs, determine priorities, evaluate proper course of action to accomplish department objectives; tour plant facilities to inspect operating conditions, ongoing projects and report malfunctions; consult with engineers, regulatory agencies and other professionals to resolve problems and exchange information regarding treatment plant operation requirements; review laboratory and operating records to ensure maintenance of quality standards, prepare or direct preparation of reports as required by the Pennsylvania Department of Environmental Protection (PA DEP), and Environmental Protection Agency (EPA).
2. In the event of staff shortage, or when specialized skills are required, provide hands on assistance to the departments to complete projects; assist with response to Pa One Calls.
3. Provide overall direction and management of treatment plant and construction staff with primary focus on supervisory staff who will supervise subordinate staff; communicate priorities, establish work standards, procedures and rules; promote team involvement and participation in goal setting, priorities and strategies for safe, efficient and effective operations; conduct bi-weekly staff meetings to inform, evaluate and resolve scheduling conflicts between departments; provide for training and development opportunities; evaluate performance and training needs, provide feedback; review time cards, approve leave requests, administer verbal and written warnings, recommend hiring and discharge, and resolve grievances.
4. Review land development and utility plans to ensure compliance with authority rules and regulations, contract specifications; provide comments on new development plan reviews, i.e., location of lines, size of lines, pump size; meet with engineers to discuss plans and ensure conformance with specifications; conduct site visits; solve engineering / contractor conflicts and site conflicts; meet with engineers for land development, utility, water / sewer treatment, environmental, electrical / structural and contractors and developers to give and receive information, advise on procedures, and help solve problems.
5. Meet with engineers annually to review and update general rules and regulations for authority; prepare and file corrections.
6. Respond to inquiries and complaints from the public; follow up with appropriate course of action; meet with representatives of the public, borough or township and agencies to discuss problems or questions regarding programs, projects or activities.
7. Oversee and coordinate all notification and rescind notifications for boil water advisories.

8. Assist with property easements and right of ways for various projects, or ensure an Authority representative is available to assist with property easement and right of way issues.
9. Serve as first responder to 24 hr. water / sewer emergency answering system or ensure a first responder is available.
10. Serve as Industrial Pretreatment Coordinator or ensure Coordinator is available to help facilitate the pretreatment program; meet with businesses to explain "play or pay" policy; research program initiatives and recommend direction.
11. Update CAD plans with engineer annually, or ensure update is completed, to include changes and corrections to plans noted through year.
12. Implement field changes in response to accident claims; work with office manager to develop safety training programs for staff.
13. Review reports of department projects and regulatory reports; attend authority meetings to address questions and present reports.
14. Serve as acting Authority Manager in the absence of the current Authority Manager.

#### JOB SPECIFICATIONS:

\*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of college degree in biological science or related area, or the equivalent in training and experience; possession of the following certifications: Water - Class B, Wastewater - Class B,E., must be able to obtain sub classes for facilities and five to seven years of supervisory experience.

- ▶ A valid PA motor vehicle license and a PA Commercial Driver's License (CDL), minimum Class B with Air Brake and Tanker Endorsement
- ▶ This requirement for a CDL may be waived by the Authority Manager as a reasonable accommodation by the Authority if a candidate is otherwise qualified for the position but suffers from a medical condition which prevents the candidate from securing a CDL. In such instances, the candidate's medical condition must be confirmed to the Authority via written correspondence from the candidate's doctor to be eligible for the waiver of the CDL requirement.

#### Knowledge:

- Comprehensive knowledge of waste water treatment plant operating standards outlined in NPDES permit guidelines, municipal, state and federal regulations and in design manual for treatment plant.
- Comprehensive knowledge of safety standards and procedures in treatment plant environment.
- Thorough knowledge of water and wastewater treatment technology, plant design and operating methodologies.
- Thorough knowledge of borough/authority policies and procedures.\*

- Thorough knowledge of management principles and practices, including budgeting, purchasing and grant writing.\*
- Thorough knowledge of computer applications for treatment plant and construction operations.

Skills:

- Operation of computer keyboard.

Abilities:

- Ability to apply management principles to solve a broad range of operational and people problems.
- Ability to establish a cooperative atmosphere among various work units.
- Ability to resolve complaints from the public through proper investigation, mediation and action to correct problem.
- Ability to interpret ever-changing regulations and apply changes to operations.
- Ability to analyze problems and organize a plan of action.
- Ability to express ideas clearly and concisely, in writing and orally.  
Ability to establish effective working relationships with employees, management, elected officials, members of the public, government agencies, contractors, developers and representatives providing outside services for the borough.
- Ability to understand and interpret engineering designs, specifications and printed technical materials.

Working Conditions:

Work is frequently performed alone, frequently with interruptions, either inside a normal office environment or in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances. Work may require frequently responding to angry or upset people. Work schedules are frequently irregular and work requires twenty four hour on-call status.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Authority Manager  
FLSA STATUS: Exempt  
DATE: August 2015