

Mount Joy Borough Authority

Chief Water Operator

The Mount Joy Borough Authority is currently accepting applications for the position of Chief Water Operator. A complete job description for this position is listed below.

This position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Mount Joy Borough Authority Office, 21 East Main Street, Mount Joy, PA or on the Mount Joy Borough Authority Website, 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; questions 717-653-5938.

MOUNT JOY BOROUGH AUTHORITY

JOB DESCRIPTION

TITLE: Chief Water Operator

Department: Water-Authority

GENERAL SUMMARY: Under direction; provide day-to-day oversight of operations of the water system; including supervision of water department staff. Operate water system to ensure proper and safe distribution of water; perform maintenance tasks to control quality and flow of water; respond to service calls related to water quality and distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide day-to-day oversight of water system including facility management; provide supervision of water department staff; communicate with Assistant Authority Manager regarding significant developments and concerns; provide on-going training and assistance with less experienced operators; meet with outside consultants; determine testing requirements and schedules; meet with outside contractors to schedule maintenance with water facilities including water tanks and coordinate water staff activity.
2. Monitor SCADA system for process control; monitor amount of raw water pumped from wells to the distribution system; monitor distribution storage tank levels; read flow meters and gauges to regulate equipment according to water consumption and demand; perform and or review daily routine inspections of all water facilities including collecting and uploading operational data via electronic device; and performing repairs and or maintenance as necessary.
3. Perform basic tests and sample for softness/hardness, pH, nitrates, chlorine residual, etc., review online instrumentation, and collect samples per state and federal requirements.
4. Respond to alarm system calls and water emergencies; investigate problems; and make corrective action decisions to resolve problems.
5. Prepare reports, i.e. Susquehanna River Basin Commission reports, PA DEP reports.
6. Inspect contractor work on service lines for new homes; conduct inspection of open ditch; ensure proper stone bedding; trap assembly and glued joints; ensure proper depth; correct water line; slope; and no leaks; draw map for curb box; and water service and sewer laterals; perform meter inspections; conduct final check of curb box; tag meter.
7. Perform routine inspections of sewer pump stations including collecting and uploading operational data and reporting any necessary repairs to the proper department.
8. Provide oversight and maintenance of Authority vehicles and equipment including washing.
9. Organize and order stock; surplus materials; chemicals; and replacement parts.
10. Prepare annual water department on-call schedule.
11. Assist in preparing the water department annual budget.
12. Provide assistance to construction department and wastewater treatment plant on projects.

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. Possession of and or the ability to obtain and maintain the following is required:

- Certification for water treatment plant operation PA DEP Class B-E.
- A valid PA motor vehicle license and a PA Commercial Driver's License (CDL); minimum Class B with Air Brake & 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:

- Thorough knowledge of water treatment process.
- Thorough knowledge of general maintenance and repair practices for water plant operation. *
- Thorough knowledge of water distribution system flows and functions. *
- Thorough knowledge of safety standards and procedures in treatment plant environment.
- Thorough knowledge of department rules and procedures. *
- Basic knowledge of laboratory testing methods and procedures and chemicals used in treatment process.
- Advanced knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.

Skills:

- Basic Computer Skills
- Operation of all manual, electric and pneumatic tools.
- Operation of light and medium duty equipment with no supervision.

Abilities:

- Ability to prioritize tasks and organize time.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to inspect equipment; diagnose the nature of problem; and take action or recommend course of action.
- Ability to understand EPA and PA DEP regulations pertaining to water treatment and distribution.
- Ability to interpret maps, land plots, sketches and blueprints.
- Ability to prepare accurate records.
- Ability to perform basic mathematical calculations.
- Ability to interact effectively with customers, contractors, developers and Borough / Authority staff.
- Ability to demonstrate physical fitness; to include very frequent light to moderate weightlifting; walking; bending; reaching; and standing for long periods of time.

Working Conditions:

Work is frequently performed alone in a variety of conditions; inside an office; inside around noisy equipment 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 requires irregular schedules and 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: Assistant Authority Manager

FLSA STATUS: non-exempt

DATE: July 2024