

MOUNT JOY BOROUGH AUTHORITY

CONSTRUCTION SUPERVISOR

The Mount Joy Borough Authority is currently accepting applications for the position of Construction Supervisor. 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 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

**MOUNT JOY BOROUGH AUTHORITY
JOB DESCRIPTION**

TITLE: Construction Supervisor

Department: Construction-Authority

GENERAL SUMMARY: Under direction, supervise the performance of work duties and responsibilities of the Construction Department Staff; plan, organize and direct work of unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise the performance of work duties and responsibilities of the Construction Department Staff. Coordinate work of various projects, relay needs, provide direction and feedback, facilitate team performance, ensure compliance with safety and quality standards as well as effective completion of unit work, prepare and submit time sheets, provide on-the-job training to new workers, e.g., schedule and assign work, communicate work procedures and department work rules, provide verbal and written warnings and recommend discipline.
2. Plan, organize and direct work of unit, establish priorities, schedule projects and determine work methods, provide technical expertise to solve routine and non-routine problems, assist with long range planning and recommend system evaluation, recommend purchase of materials and equipment, attend continuing education and training to stay abreast of developments in the field and integrate new technology.
3. Repair distribution and collection systems, respond to calls, ensure proper traffic control, manpower, analyze problem and make repair, backfill, perform final restoration (topsoil or asphalt).
4. Perform new installation of water and sewer infrastructure, including but not limited to, layout of new utility, establishing material lists, receive quotes for materials, saw cutting, installation per Authority's specifications and details, backfill, and final restoration (topsoil or asphalt).
5. Inspect work of outside contractors installing water/sewer infrastructure in new developments, witness hydro static test for water mains, air test for sewer mains, and vacuum test for sewer manholes, assist contractors with problem solving and information regarding Authority specifications for sewer and water line installations.
6. Create Pa One Call ticket for scheduled and emergency excavations, assist in field marking and responding to incoming Pa One Call tickets.
7. Ensure highway occupancy permits (HOPs) are in place for projects that impact state roads, secure HOPs and close out when project is completed.
8. Prepare record drawings (as-builts) of all work performed, including a detailed sketch with accurate measurements and photographs, place all documents in Authority filing system.
9. Perform the duties and responsibilities of a water or wastewater treatment plant operator.
10. Maintain materials for stock, keep records of supply inventory and prepare purchase requisitions for supplies and equipment, monitor maintenance contracts.
11. Provide oversight and maintenance of Authority vehicles and equipment including washing.
12. Assist in preparing the construction department annual budget.

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:

- Five to seven years of experience in repair, maintenance, and installation of water and sewer utilities.
- Certification for water or wastewater 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 and sanitary sewer lines, including maintenance, repairs, and new installation.
- Thorough knowledge of highway occupancy permit procedures. *
- Thorough knowledge of safety standards and procedures in the excavating industry. *
- Thorough knowledge of department policies and procedures. *
- Thorough knowledge of the PA One Call system.
- Thorough knowledge of supervisory principles.

Skills:

- Basic computer skills.
- Operation of all manual, electric and pneumatic tools.
- Operation of light and medium duty equipment with no supervision
- Operation of heavy-duty equipment, including but not limited to, track hoe, backhoe, mini excavator, skid loader, wheel loader.

Abilities:

- Ability to apply to solve practical, everyday problems.
- Ability to interact effectively with customers, contractors, vendors and Borough / Authority staff.
- Ability to show tact and diplomacy when resolving problems with members of the public.
- Ability to evaluate progress of work projects, prioritize work objectives and make recommendations.
- Ability to read, understand and interpret plot maps, schematics, blueprints and technical manuals.
- Ability to enforce department rules in a fair and even-handed manner.
- Ability to prepare accurate work records and reports.
- Ability to perform basic mathematical calculations.

Working Conditions:

Work is frequently performed in hazardous conditions, including but not limited to around heavy machinery, within a roadway, and pressurized piping. Work occasionally is performed in inclement weather. Work involves responding to emergencies on a twenty-four-hour basis and rotating on-call schedule.

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

MOUNT JOY BOROUGH AUTHORITY

WASTEWATER OPERATOR

The Mount Joy Borough Authority is currently accepting applications for the position of Wastewater Operator. 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 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

MOUNT JOY BOROUGH AUTHORITY

JOB DESCRIPTION

TITLE: Wastewater Operator

Department: Wastewater - Authority

GENERAL SUMMARY: Under direction, operate treatment plant to process wastewater; perform operation and maintenance to ensure continual, safe, and efficient operation of the wastewater treatment plant and collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate treatment plant to process wastewater, sludge, and maintain effluent quality; observe variations in operating conditions, log and interpret readings from meters, gauges, charts and instruments; start and stop motorized equipment such as pumps, motors, air compressors, and blowers; detect and report deficiencies in the operational process.
2. Perform routine maintenance on treatment plant and collection system pump station equipment; coordinate pump and disposal operations; conduct audible and visual inspections of equipment; check flows, alarm indicators or condition, test equipment, feed pumps, and filters; check digester, blower oil level, belts and gauges; unload, store, and use various chemicals; pump out screen pit; empty gas traps.
3. Operate computer-based SCADA system to perform daily plant operation check, diagnose and reset alarm conditions, and adjust process control setpoints following standard operating procedures or under direction of a licensed operator.
4. Perform routine laboratory testing to assist with NPDES permit requirements; collect samples and perform pH, conductivity, BOD, COD phosphorous, alkalinity, and total suspended solids analyses.
5. Operate or assist with biosolids belt press operations; add polymer, set up belt filter press and polyblend units; set speeds on sludge feed pumps; run conveyors; observe press operation to prevent overturn and check for dryness; correct routine malfunctions; clean up press and surrounding area; conduct tests to ensure operation meets wasting requirements.
6. Operate mobile television and combination vac/flusher truck to conduct internal inspection of sewer lines; inspect manholes, eliminate obstructions (e.g. roots, grease and other deposits) clean and repair manholes, update sewer maps and manhole charts; locate lines to be inspected using map, locate and identify infiltration points and sewer defects and record pertinent data; photograph serious or unusual irregularities.
7. Perform a variety of routine maintenance related tasks to support operations and maintain a clean and orderly appearance at all facilities including clean equipment and facilities using power cleaning equipment, prepare surfaces and apply paint; maintain fleet vehicles including washing; snow removal.
8. Perform water meter reading; walk or drive vehicle to various meter locations; utilize a hand-held portable device to collect meter readings; troubleshoot meter work orders, replace or repair water meters and equipment, respond to customer questions or concerns pertaining to water meters.
9. Respond to PA One Calls, including emergencies, field mark Authority owned water and sewer lines.
10. Provide assistance to other departments and staff as required.

JOB SPECIFICATIONS (*Indicates developed after employment)

Education/Employment: Any combination of education and experience which indicates possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent, possession of PA DEP Class B wastewater certification with Subclasses 1 and 4 and related experience in mechanical or maintenance field. Possession of, or the ability to obtain and maintain the following is required:

- 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 wastewater treatment plant operating standards outlined in NPDES permit guidelines, local, state and federal regulations and in design manual for treatment plant. *
- Advanced knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.
- Thorough knowledge of safety standards and procedures in treatment plant environment.
- Thorough knowledge of Authority policies and procedures. *
- Thorough knowledge of laboratory testing practices and procedures.
- Thorough knowledge of computer applications for treatment plant operations.

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 to maintain optimum operating conditions within the treatment plant and collection system.
- Ability to observe and monitor machinery, equipment, and operating data to determine compliance with operation, maintenance, and safety standards.
- Ability to inspect equipment, diagnose nature of problem, and take action or recommend course of action.
- Ability to understand local, state, and federal regulations pertaining to wastewater treatment and collection.
- Ability to interpret maps, land plots sketches and blueprints.
- Ability to prepare accurate reports and records.
- Ability to inspect equipment, troubleshoot faulty equipment and make recommendations or take action for repairs.
- Ability to perform basic arithmetic and utilize standard industry calculations as required.
- Ability to interact and communicate effectively with customers, contractors, vendors and Borough / Authority staff.
- Ability to demonstrate physical fitness, to include very frequent light to moderate weightlifting (equipment, toolbox, power tools, etc.), standing, walking for long periods of time, bending, squatting, and reaching.

Working Conditions:

Work is frequently performed alone, frequently with interruptions, inside around noisy equipment, 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 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: Chief WWTP Operator

FLSA STATUS: non-exempt

DATE: September 2024