

# **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](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:** 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