

PETERS TOWNSHIP SANITARY AUTHORITY

March 19, 2025

JOB DESCRIPTION

JOB TITLE: Operations Manager

CLASS: Executive Administrative, Overtime Exempt

EDUCATION REQUIREMENT: Associate's or Bachelor's degree in biology, chemistry, and/or environmental technology; or a minimum of ten (10) years' experience in a related field with five (5) years of supervisory experience

EXPERIENCE: Minimum of five years' experience in the management/administration of a wastewater treatment facility; or ten years' experience in a supervisory position directing the operation of a wastewater treatment facility or related field

LICENSE REQUIREMENT:

- Maintain a valid PA Driver's License
- Maintain a PA Wastewater Treatment Plant Operators Certification of Class A, E, with a subclass of 1, 4, & 5 or better
- Obtain/maintain a PA Wastewater Laboratory Supervisor Certification
- Obtain/maintain a Commercial Plumbing Inspector Certification from the PA Department of Labor and Industry

EMPLOYEES SUPERVISED: Nine operational staff plus any part-time temporary employee(s)

SUPERVISION REQUIRED: Works independently majority of the time. Formulates plans, devises strategies, and recommends course of action to the Manager

REPORTS TO: Authority Manager

KEY DUTIES PERFORMED:

- **GENERAL:** Assists the Authority Manager in the day-to-day management and administration of the Authority and provides technical services for special projects
- **ADMINISTRATIVE/MANAGERIAL:**
 - 1) Coordinates work schedules and priorities with the Manager. Also works with the operational staff daily to ensure coordination, scheduling and completion of the tasks
 - 2) Assists in developing operating and capital budgets
 - 3) Devises and implements methods for monitoring technical and financial status
 - 4) Monitors personnel's performance and makes recommendations to the Authority Manager as required to ensure optimum performance by all staff
 - 5) Attends all scheduled and unscheduled Board Meetings unless directed otherwise by the Manager
 - 6) Maintains computerized record keeping of the operating data, maintenance records, and sewer drawings

- 7) Serves as lead Management member on the Workplace Safety Committee, assists with developing safety training programs and implementation. Participates in the monthly Tool Box Training meetings with the operating and maintenance staff.
- 8) Stays informed of state and federal regulations regarding safety, treatment, testing and monitoring requirements
- 9) Oversees independent contractors working for the Authority in various capacities such as sewer line repair contractors, electrical and computer consultants
- 10) Participates and assists Manager in collective bargaining agreement negotiations and grievances
- 11) Reviews sanitary sewer tap permit applications and issues permits
- 12) Maintains the Material Safety Data sheet binders for each facility; completes the annual Hazardous Substance Survey Form for each facility, and files the Annual TIER II forms (chemical inventory) forms with the appropriate entities.
- 13) Prepares the Annual Inventory Change Reports for the updated Property Record/Fixed Asset Report (Report of Insurable Values)
- 14) Coordinates quarterly meter reads, deduct meter inspections, and annual deduct meter reads

- **TECHNICAL:**

- 1) Review engineering reports and make recommendations
- 2) Assists Authority Manager in managing Developer Sewer installation projects from inception through acceptance of the sewer installation. Including preconference with developer, review of sewer drawings for adherence to Authority's specifications, completion of the Developers Construction Agreement, calculation and collection of financial securities, and verification of all items required for project closeout.
- 3) Responsible for NPDES Permit compliance and annual DEP compliance inspections of both treatment facilities
- 4) Responsible for submission of monthly eDMR reports for both treatment facilities along with any non-compliance reports
- 5) Compiles/reviews data for annual Chapter 94 Report
- 6) Assists in planning operational strategies for both treatment plants
- 7) Directly supervises all solids handling processes, plans and implements strategies for same. Completes the annual reporting requirements for Biosolids.
- 8) Assists in planning I/I abatement strategies and monitors progress
- 9) Maintains a record of the CCTV inspection videos of the sewer lines
- 10) Oversees the SCADA system by working closely with the system integrator. Makes recommendations for improvements and upgrades to same
- 11) Prepares bid specifications for sewer and treatment plants, equipment, repairs and/or replacements
- 12) Maintain GIS database and mapping

- **QUALITY ASSURANCE/QUALITY CONTROL:**

- 1) Serves as QA/QC Officer and Laboratory Supervisor for laboratory functions and monitors Operator analytical precision and accuracy
- 2) In charge of maintaining the PA DEP Accreditation of the Brush WPCP Laboratory. Overseeing the completion of the annual proficiency testing and reporting required by the Accreditation; developing and implementing corrective actions when the results are outside the acceptance criteria; keeping abreast of changes in the Laboratory

Accreditation Regulations. Overseeing PADEP Bureau of Laboratories' audit every three years

3) Provides training as needed to the operating staff to ensure quality standards are being maintained

- **OTHER:**

- Responds to emergencies and works with Manager to decide course of action
- Perform other duties as assigned by the Manager

WORKING HOURS: Normal hours are 8:00AM to 4:00PM

WORKING CONDITIONS: Involves a combination of office hours and fieldwork in all types of weather conditions. Field work involves traversing rough terrain, climbing, and at times may require the entry into tanks, manholes, and confined spaces. Office time involves significant computer time and telephone communications. Strong verbal and written communication skills are imperative.