



CERTIFIED OPERATOR (TRAINEE) JOB DESCRIPTION

The following information is intended to serve as the description of responsibilities and duties associated with the East Cocalico Township Authority (ECTA) Public Water and Sanitary Sewer Systems Certified Operator (Trainee) position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

JOB TITLE: Certified Operator (Trainee)

GENERAL DEFINITION: An employee in the position of Certified Operator (Trainee) performs a variety of skilled and semi-skilled tasks related to the ECTA public water and sanitary sewer infrastructure, buildings, and facilities, involving the operation of ECTA vehicles, equipment, and performing manual labor. The working conditions are mainly outdoors and require strenuous physical effort in all kinds of weather year round. Rotational weekend duty to conduct daily inspections and perform maintenance duties as needed is required. On-call duty and call out for emergencies are required.

IMMEDIATE SUPERVISOR: ECTA Distribution & Collection (D&C) System Superintendent

PRIMARY WORKSITE LOCATION: ECTA Maintenance Facility
1376 Ridge Avenue, Ephrata, PA 17522

DUTIES AND RESPONSIBILITIES INCLUDING SAFETY PROCEDURES:

1. Water and Sanitary Sewer Duties:
 - Daily well house, water treatment plant, and sewer pump station inspections and maintenance duties as required – pump repairs and readings, monitoring, and sampling.
 - Public water and sewer line installations and repairs.
 - Water and sewer line location including PA One Call System responses.
 - Water and sewer leak detection.
 - Water and sewer equipment maintenance and repairs.
 - Water treatment maintenance and repair including chlorine disinfection, ion exchange water softening, chemical additions, various filtrations, and related equipment.
 - Water meter installation, reading, data collection, testing and repairs.
 - Sewer flow meter operation and maintenance.
 - Building construction.
 - Operate and maintain ECTA vehicles, equipment, and tools.
2. General ECTA Property, Maintenance, and Repairs, Including but not Limited to:
 - General cleaning, maintenance and good housekeeping of vehicles, equipment, and tools.

- Maintenance, sanitary conditions, and general good housekeeping of buildings and facilities.
 - Light carpentry, electrical, and plumbing work.
 - Assist with traffic control as needed and proper placement of work area signs, road closure signs, and safety cones.
 - Move/lift heavy materials or equipment and large bulky objects.
3. Snow and ice control/winter maintenance.
 4. Perform and/or assist in grounds maintenance.
 5. Perform other tasks as assigned by immediate supervisor.

WORKING CONDITIONS: An employee in this position works eight (8) hours a day, forty (40) hours a week, Monday through Friday, 7:00 a.m. to 3:30 p.m. Work is mostly outdoors in all kinds of weather. Overtime is required as needed and compensation is paid at time and one half the hourly rate for any hours worked above forty (40) hours a week. Employee is assigned a cell phone for duty and emergencies.

EDUCATIONAL QUALIFICATIONS: High School Diploma or GED equivalent.

REQUIRED LICENSES, KNOWLEDGE, SKILLS AND ABILITIES:

1. PADEP Class B & E; Sub-class 6, 7, 8, 9, 10, 11, 12 & 13 Water Operator License certification within three (3) years of hire date and must keep the certifications up to date at all times. On-the-job training will be provided for these certifications.
2. PADEP Class E, Sub-class 4 Sanitary Sewer Distribution System certification as an operator of a sanitary sewer conveyance system within three (3) years of hire date and must keep the certification up to date at all times. On-the-job training will be provided for this certification.
3. PA Department of Labor and Industry Uniform Construction Code, UCC Category 21 Commercial Plumbing Inspector Certification within three (3) years of hire date and must keep the certification up to date at all times. On-the-job training will be provided for this certification.
4. A valid Class B Pennsylvania Commercial Driver's License (CDL) with air brakes endorsement and hazardous material endorsement or obtain such licensure within six (6) months of hire date. This (CDL) Pennsylvania Driver's License is required to remain in effect at all times to continue employment with ECTA. On-the-job training will be provided for this certification.
5. PA Flagger Training Certification in accordance with PennDOT Guidelines within one (1) year of hire date. ECTA will provide training for this certification.
6. After hire date and to continue employment with ECTA, an Operator is required to maintain and obtain all licensures, certifications, and satisfactorily complete training/course work as required by Federal, State, Local Agencies, and ECTA.
7. Must be able to read, write and speak English fluently.

8. Employer initiates the Hepatitis B immunization within thirty (30) days of employment unless waived by employee. A signed form verifying the condition of employment is required.
9. Knowledge of and ability to routinely respect and operate in accordance with the “chain of command” methodology in a team setting.
10. Ability to understand and follow oral and written instructions.
11. Ability to perform a variety of manual tasks.
12. Ability to safely operate vehicles and equipment such as backhoe, dump truck, etc. and use hand tools.
13. Ability to work in excess of eight (8) hours per day.
14. Ability to respond to call out at any hour of any day or night including weekends and holidays.
15. Look for and report promptly circumstances that require corrective action to maintain water and sewer services.
16. Sufficient physical strength and freedom from disabling defects to lift heavy objects, bend, stretch, climb, stoop, and perform strenuous labor.
17. Ability to learn and perform new tasks and show initiative to perform these tasks and ability to work independently without direct supervision.
18. Ability to perform basic computer tasks.
19. Appropriate public relations regarding interaction with the public in the field.
20. Willingness to work/perform heavy manual labor for prolonged periods, year-round outdoors, in adverse weather conditions, and able to tolerate coming into contact with untreated wastewater.
21. Continual adherence to all safety procedures and practices including PennDOT requirements when performing work on streets/roads.
22. Ability to perform duties adequately and properly under various conditions. Be adept at appropriately managing emergency and stressful situations. Ability to keep a cool head and tongue, and focus on the job at hand taking the situation(s) in stride. Never compromise safety for expediency.

FLSA STATUS: Non-Exempt (Hourly Position)

ECTA is an Equal Opportunity and Affirmative Action Employer (EOE/AA) with a Drug & Alcohol Use Policy in place (see ECTA’s Employee Manual)