# EAST HANOVER TOWNSHIP, DAUPHIN COUNTY

## POSITION DESCRIPTION

**POSITION TITLE:** WASTEWATER TREATMENT FACILITIES OPERATOR

### POSITION SUMMARY

This position primarily performs operation, monitoring, maintenance, and troubleshooting of the wastewater treatment and conveyance facilities owned and operated by the East Hanover Township Municipal Authority under the direction of the Wastewater Treatment Facilities Chief Operator. This is an elevated, skilled position requiring a valid Pennsylvania Wastewater Class C certification or higher with Subclass 1 certification. This position may perform duties that fall under the Public Works Department, but these are not the primary duties of the position.

### REPORTING RELATIONSHIPS

The Wastewater Treatment Facilities Operator reports directly to the Public Works Director. The Wastewater Treatment Facilities Operator reports indirectly to the Wastewater Treatment Facilities Chief Operator when performing duties pertaining to the wastewater treatment plant.

### DUTIES AND RESPONSIBILITIES

- Duties and responsibilities at the wastewater treatment plant are performed with considerable independence under the direction of the Wastewater Treatment Facilities Chief Operator. As such, these tasks may be performed with assistance from another operator or alone.
- Performs all technical aspects of the wastewater treatment plant and collections system operations to ensure compliance with federal, state, and local requirements and regulations. This includes sampling, monitoring, and laboratory testing.
- Monitors, operates, and adjusts all meters, gauges, and control panels to provide efficient operation of the facilities and in accordance with federal, state, and local requirements.
- Maintains operating parameters of the wastewater treatment plant.
- Performs regular and unscheduled maintenance and repairs on all wastewater treatment plant and collection system equipment and vehicles.
- Performs maintenance and repairs of sewage pumping stations and all their components.
- Maintains sanitary sewer lines.
- Enters and works in confined spaces.
- Performs maintenance and calibration on laboratory instruments.
- Assists the Wastewater Treatment Facilities Chief Operator with administering shipping, receiving, and inventory control for the facilities.

- Provides necessary housekeeping functions for the facilities such as grass mowing, snow removal, cleaning, and painting.
- Conducts required weekend checks of the wastewater treatment plant and collection system on a rotating basis (typically every other week unless other arrangements have been agreed upon).
- Must be on-call on a twenty-four (24) hour basis for emergencies on a rotating basis (typically every other week unless other arrangements have been agreed upon).
- Replaces residential grinder pumps that are the responsibility of the East Hanover Township Municipal Authority as needed.
- Operates bypass pumping equipment in case of a pump failure as needed.
- Maintains open communication with the Public Works Director and the Wastewater Treatment Facilities Chief Operator.
- Locates, marks, and performs notifications of sewer lines per PA One Call requirements.
- Observes and enforces safety precautions at the wastewater treatment plant and in the field.
- Data entry.
- Prepares and submits DMRs in the absence of the Wastewater Treatment Facilities Chief Operator.
- Prepares and submits all required reporting to the East Hanover Township Municipal Authority, East Hanover Township Board of Supervisors, Township Manager, Public Works Director, and all regulatory agencies in the absence of the Wastewater Treatment Facilities Chief Operator.
- When not performing duties at the wastewater treatment plant, the Wastewater Treatment Facilities Operator shall perform those duties identified for a Road Crew Member.
- Other duties as assigned by the Board of Supervisors, East Hanover Township Municipal Authority, Public Works Director, or Wastewater Treatment Facilities Chief Operator.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITY

- Knowledge and application of equipment, facilities, materials, methods, and procedures used in wastewater treatment and collection system management, including generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, vehicles, and a variety of laboratory equipment.
- Knowledge and application of mechanical, electrical, hydraulic and technological principles related to operating wastewater treatment equipment.
- Knowledge of industrial wastes and their effects on the treatment processes and equipment.
- Knowledge of occupational hazards and safety requirements in the wastewater treatment plant and collection systems including the laboratory.
- Ability to maintain accurate records and prepare clear and precise reports.
- Ability to evaluate wastewater treatment plant and collection systems operations, maintenance, and laboratory functions.
- Ability to read and understand plans, maps, drawings, and technical instructions.
- Ability to be teachable and a desire to learn and master new tasks.
- Ability to understand and carry out written and oral instructions.
- Ability to develop and maintain cooperative relationships with coworkers and Township residents.
- Ability to react promptly and efficiently in emergencies and for after-hours call outs.
- Ability to work under adverse weather conditions.
- Ability to drive in a professional, courteous, and safe manner.

- Ability to understand, read, and write English and perform basic arithmetic calculations.
- Ability to communicate effectively, both orally and in written form.
- Knowledge of and ability to use computer systems including Microsoft Word, Microsoft Excel, and email, and all equipment related to general office duties.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to be self-motivated, to prioritize, and to multitask to meet deadlines.
- Must be able to successfully pass a criminal background check and substance abuse screen.

## MINIMUM EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- Pennsylvania Wastewater Class C certification or higher with Subclass 1 certification.
- Valid Class C Pennsylvania Driver's License.

## WORKING CONDITIONS

- Work is performed both indoors and outdoors in all-weather conditions at the wastewater treatment facility as well as on roads, in rights-of-way, and in a park setting. Work environment will be quiet to very noisy.
- This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.
- Must be able to lift 75 pounds.

## NATURE OF EMPLOYMENT

- Full-time employment based on a normal forty (40) hour work week (Monday through Sunday).
- Weekdays typically begin at 7:00 AM. There are also rotating weekends and after-hours call outs. Overtime pay is earned for hours worked beyond forty (40) hours per week at a rate of 1.5 x regular hourly pay.
- Minimum two (2) hours of pay for each day of weekend or holiday rotation or responding to an emergency call-out after regular hours within a specified amount of time. Employees scheduled to work a weekend rotation will customarily work 36 hours the week prior to or following such weekend rotation.
- Benefits are provided including medical, dental, vision, and life insurance, pension, holidays, vacation, and sick time in accordance with the Employee Handbook.

## CONDITIONS OF EMPLOYMENT

- Maintaining required Pennsylvania Wastewater certifications as described above.
- Maintaining a valid Class C Pennsylvania Driver's License.

**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. Further, should the Employee Handbook change and affect any of the items above, it is understood that automatically changes this Position Description.

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| REPORTS TO: | Public Works Director |
| FLSA STATUS: | Non-Exempt |
| DATE: | October 20, 2026 |