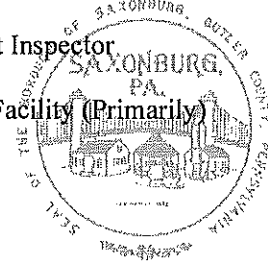


POSITION DESCRIPTION

Class Title: STP Operator-In-Training/Laborer/Utility/Assistant Inspector
Department: Operations
Location: Saxonburg Area Authority Wastewater Treatment Facility (Primarily)
Date: March 22, 2023
Effective Date: July 3, 2023
Union Position: Utility Worker's Union of America, AFL-CIO



GENERAL PURPOSE

Position provides a variety of routine work for the Borough and the Authority. Employee performs wastewater treatment facility operations, treatment, laboratory analysis, inspections, routine driving, recording, labor activities and troubleshooting work.

SUPERVISION RECEIVED:

Position works under the general supervision of the Authority Director of Operations/Borough Superintendent and the Authority Director of Development/Engineering Assistant/Inspector, according to an established work routine.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform duties as assigned for the 7:00 a.m. to 3:30 p.m. shift, or other shift as outlined in the Union Contract.
- Primarily reports to the Wastewater Treatment Facility. May report to the Municipal Garage for scheduled assignments.
- Provides routine work for the Authority and Borough. Participates in the on-call schedule rotation and emergency call-outs.
- Operates and maintains the wastewater treatment plant, including equipment maintenance, laboratory collection and testing, controls, reporting requirements required by Chapter 252 and the NPDES Permit.
- Acts as an assistant to the Laboratory Supervisor and the Quality Assurance Officer.
- Assists Chief STP Operator(s) in tasks.
- Assists in the supervision/inspection of the construction of all wastewater facilities installed by Authority customers, Contractors and Developers when assigned.
- Maintains property and equipment and performs snow plowing, building and infrastructure maintenance, utility line installation and repair, backup and support for other positions, assists with special projects and other assignments as directed.

ADDITIONAL DUTIES

- Attends seminars and workshops related to duties and responsibilities.
- Provides backup and / or assistance to related positions.
- Assist operations with special projects and other assignments as needed.
- Perform other duties as assigned by supervisor.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or completion of G.E.D requirements.
Three (3) years' experience in the water/wastewater field preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to accurately record and maintain written records.
- Basic knowledge of Microsoft Office, including Microsoft Word, Excel and Outlook.
- Ability to work with angry or difficult customers.

- Ability to effectively meet and deal with the public.
- Perform duties efficiently and within the time limits allowed.

SPECIAL REQUIREMENTS

- Must possess a Valid PA State Driver's License.
- Must possess and maintain appropriate State Wastewater Treatment Plant Operations Certification to operate the Authority's facility (minimum Class B, Subclass 1), or obtain certification within 18 months of employment.
- Holds or is willing to obtain Pennsylvania Certified Plumbing Code Certification within 1 year of employment, or upon notice from Supervisor that certification is necessary.
- Laboratory Supervisor Certification preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and email, telephone, cell phone, copy machine, fax machine, snow plow, standard transmission vehicles, backhoe and meter reading equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, talk, see, drive, climb, shovel, write, hear and stand for long periods of time. The employee is frequently required to operate objects, tools, machinery or controls; and reach with hands and arms. The employee is occasionally required to work in trench environments, manholes or confined spaces.

The employee must routinely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy. The environment may be wet and may contain contaminants. The employee will be expected to work in weather extremes.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, background check, fingerprinting, drug screening, job and other related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, relative or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary determined by the 2023 - 2027 Union Pay Schedule for this position, latest revision.