

JOB POSTING

ENTRY LEVEL WASTEWATER POSITION

Rostraver Township Sewage Authority

The Rostraver Township Sewage Authority is seeking a qualified individual for the position of Entry Level Wastewater Position for its facilities in Rostraver Township, PA

Come join the Team !

THE ROSTRAVER TOWNSHIP SEWAGE AUTHORITY IS A DRUG-FREE WORKPLACE. ALL OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON COMPLETION OF DRUG TESTING PRODUCING NEGATIVE RESULTS AND THE SUCCESSFUL CANDIDATE MUST POSSESS A VALID PENNSYLVANIA DRIVER'S LICENSE WITH A CLEAN DRIVING RECORD.

NOTE: ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING IS ACCEPTABLE IN LIEU OF REQUIRED POST SECONDARY SCHOOLING.

Reports to: Field Superintendent

JOB DESCRIPTION

◆ PURPOSE OF POSITION

The primary function of an employee is to perform operations and maintenance duties in a wastewater treatment facility and collection system, including monitoring, operating, maintaining, and adjusting equipment. Employees in this role will be provided opportunities to acquire the necessary skills and related training to perform the routine operation and maintenance duties at a wastewater treatment facility and collection system. An employee in this class may be assigned to other duties throughout the system. This position may be required to work varied hours including weekends and holidays, and must be able to work overtime and standby as required.

◆ ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- ✓ Performs routine pump station inspections, including basic electrical, controls, and mechanical verifications.

- ✓ Assists in operating, maintaining, monitoring, and adjusting all wastewater plant process equipment, including pumps, motors, gauges, meters, aerators, blowers, chlorinators, chemical feeds, sludge equipment and the SCADA system to ensure treated water meets State and Federal NPDES quality standards.

- ✓ Occasionally performs daily rounds at the plant by visually checking facilities, equipment, machinery, chemical levels, and related systems to ensure proper operation and to detect equipment failures, potential leaks, or other problem situations.
- ✓ Inspect machinery, equipment, and mechanical systems in operation to detect flaws and defects.
- ✓ Must have familiarity with Microsoft Office applications for work requests and work orders, documents, spreadsheets, and email.
- ✓ Federal OSHA, State, and Authority policies regarding safe work practices.
- ✓ Regularly lifts 50 pounds and occasionally lifts up to 35 pounds.
- ✓ Expected to perform other duties as assigned or required outside of normal classification.
- ✓ Provides back-up to related positions.
- ✓ Participates in monthly after-hour on-call rotation with weekend coverage.
- ✓ Trims lawns, shrubs, flowers and trees.
- ✓ Assists crewmembers in maintenance and repair of buildings, grounds, and equipment.
- ✓ Positions traffic cones, barricades, and signs.
- ✓ Assists in the maintenance of sewer services, mains, and manholes, and repairs of sewer mains.
- ✓ Assists in servicing emergency calls such as clogged main sewers, broken sewer lines and similar situations.
- ✓ Cleans manholes, sanitary sewer lines, and pump stations.
- ✓ Read and interpret maps, technical specifications, and operation manuals.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Communications:

Must have the ability to actively listen to others and comprehend instructions. Must have the ability to speak and write English clearly. Must be able to understand information conveyed in conversations in order to quickly and accurately gather information and to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand blueprints, or demonstrate a willingness to learn.

Decision Making:

Must act in a decisive manner, using appropriate judgement for the situation. Must be able to assess problems and situations with consideration for corrective actions or objectives. Must be able to effectively interpret the policies of the Authority and act in accordance with stated guidelines.

Interpersonal Relationships:

Must be able to work well with others, collaborating on solutions to problems and communicating ideas effectively. A consistently positive attitude is highly encouraged. The ideal candidate will promote a cooperative working environment, be willing to receive instructions without questioning the validity of the objective, and always demonstrate respect for coworkers.

Professional Attitude:

Must be commitment to the operation of the Authority. The ideal candidate will take initiative to start and complete tasks without being pointedly instructed to do so. Must be dependable, demonstrate maturity, be punctual, and possess self-confidence. Must act professionally when representing the Authority to other agencies, staff, and the public, and act with a courteous, helpful, and respectful attitude in all conversations and correspondence.

Quality of Work:

Must take pride in your work and strive to produce results to the best of your ability. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Should have knowledge and training in collection system operation and maintenance, sewer construction methods and work-zone safety. Experience in a wastewater utility is preferred, but only a willingness to learn is required. The ideal candidate will have a familiarity and working knowledge of wastewater collection systems, pumps, wastewater treatment equipment, permitting requirements, basic analytical laboratory procedures, and electrical and mechanical troubleshooting.

Physical Abilities:

Must have the ability to read and discern visual images on a variety of media. Must have the ability to use a computer an extended period of time. Must be able to use a shovel, various light construction equipment, common hand and power tools, wrenches, detection devices, phone, calculator and a variety of other equipment. The employee frequently is required to use hands to operate tools and equipment, to remove manhole covers, to collect samples, etc. Must possess the strength to lift and carry heavy objects and exert muscular force repeatedly or continuously over time. Must have endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Work Environment:

A portion of the required work is performed indoors in a climate-controlled environment with appropriate heating and cooling; however, the primary duties of this class are performed in a treatment plant and outdoor environment that may include working in adverse weather conditions, hazards involving the use of power tools and equipment, exposure to hazardous and allergenic chemicals and materials, exposure to raw wastewater, working in confined spaces, and working in traffic zones. Most of work is outdoors. This position may be subject to occupational or environmental hazards other than those normally associated with general public, including contact with sewage, dust, or odors.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

❖ High school diploma or GED equivalency is the minimum requirement, but two years of college, technical training, or previous job experience in one of the following is preferred: biology, environmental science, chemistry, mechanical trades, electrical trades, or closely related field;

❖ One (1) to five (5) year(s) general construction, maintenance repair work and/or equipment maintenance, or one (1) to five (5) year(s) experience in an industrial or municipal treatment plant environment

❖ A Class B Wastewater Treatment Plant Operator certification with an Activated Sludge Plant License is preferred.

WORK WEEK

The Rostraver Township Sewage Authority normal Business hours are Monday thru Friday. Every fifth week is an on-call weekend with work required Saturday and Sunday.

Resumes will be accepted until Tuesday, June 17, 2025 at 4:00 P.M. Resumes should include a cover letter and be emailed to info@rostraversewage.com or mailed or hand-delivered to the Authority Office at 1744 Rostraver Road, Rostraver Twp, PA 15012