

## **Authority Manager – Municipal Sanitary Authority of the City of New Kensington (MSANK) New Kensington, Westmoreland County, PA**

### **General Description:**

The Board of The Municipal Sanitary Authority of the City of New Kensington (MSANK) welcomes qualified candidates to apply for the position of Authority Manager.

MSANK is responsible for collection and treatment of wastewater from the City of New Kensington and surrounding communities. The Authority Manager works at the pleasure of and under the supervision of the Board of Directors to manage the Authority operations, personnel, systems, and processes. The Authority Manager is responsible for the successful operation and maintenance of the treatment plant and collection system. Responsibilities include planning and budgeting for repair and replacement of facilities and infrastructure. The Authority Manager must be familiar with state and federal regulations regarding wastewater collection systems, wastewater treatment, sewage disposal and the business operations of the Authority.

### **Minimum Qualifications:**

- a. Five (5) years of experience in Utility Services or Utility Management;
- b. PADEP Wastewater Class A – Subclass 1 Activated Sludge Treatment Operator Certification or signed commitment to obtain above certification within one year of hire date;
- c. Have and maintain a valid driver's license;
- d. Pass appropriate background checks (criminal clearance/ Negative Drug Testing and Medical Functional Capacity) prior to hiring;
- e. Possess good knowledge of Public (Government) Accounting and Budgeting;
- f. Comply with the Authority's drug testing policies;
- g. An equivalent combination of training, education, and experience will be considered to meet the minimum qualifications above.

Interested applicants must submit a Resume and Cover Letter and a list of (not less than) three (3) professional references to the Authority offices at **120 Logans Ferry Road, New Kensington, PA 15068**. The above requirements may also be submitted via email to [mbigley@msank.org](mailto:mbigley@msank.org). MSANK is not responsible for any failed email submissions or postal delays or errors. All applicant submissions must be received by no later than 3:00 p.m. on March 22, 2024. Any submission received after that date and time will not be considered. Applicants may not appear in person at the MSANK offices to deliver the required documents. Questions or concerns regarding the submissions or the deadline for the same should be addressed to the Office Manager via email to [mbigley@msank.org](mailto:mbigley@msank.org) or 724-335-9813.