

The Economy Borough Municipal Authority is accepting applications for an Operations Manager at its 1.25 MGD Wastewater Treatment Plant. The successful applicant will work with the Board of Directors, Business Manager, Operations Staff, Consulting Engineer and Solicitor. Duties will include wastewater treatment of local discharge for local customers. We offer a competitive compensation and benefits package. Salary commensurate with experience. Send Resume and Cover Letter to Economy Borough Municipal Authority, Attn: Angela Diable, 2860 Conway Wallrose Road, Baden, PA 15005 or email [BusinessManager@ebmapa.org](mailto:BusinessManager@ebmapa.org). Applications will be accepted until the position is filled.

## **Operations Manager**

### **General Summary**

- Under general direction, supervise the Operator(s) and Laborer(s) in performance of job duties and responsibilities.
  - Update Operations records.
  - Respond to complaints from Customers, Vendors, or Contractors or directs them to the Business Manager and Board Chairman.
  - Maintain Operations facilities and equipment.
  - Respond to weather and other emergencies on a 24-hour basis. In case of emergency, to take action necessary to respond appropriately in the situation.
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### **Principal Duties**

- Supervise Operator(s) and Laborer(s) in the performance of work duties and responsibilities; plans, directs and evaluates operations work schedule and activities, provide on-the-job training.
- Prepare monthly, or as requested, reports on operations activities and status of projects.
- Assist with preparation of DEP/EPA mandated reports, monthly and annually.
- Participates in the preparation of the annual budget and capital expenditure plan.
- Schedule daily, weekly and monthly work assignments.
- Work with the Business Manager to order operations supplies and materials and maintains a petty cash drawer for small purchases.
- Schedule sludge removal as necessary for proper Plant operation.
- Monitor and schedule timely responses to PA One Calls.
- Schedule inspections for new tap-ins and line extensions.
- Schedule collection of laboratory samples for testing.
- Supervise Pump Station cleaning and maintenance (e.g. run generators, painting, checking flow meters, equipment repair, weed control, driveways, and snow removal).
- Supervise routine maintenance of Waste Water Treatment Plants (e.g. cleaning, painting, repairs, sampling and snow removal).
- Supervise routine maintenance of annual inspection of all vehicles.
- Schedule annual service of lab equipment, generators, submersible pumps, etc. with vendors.
- Oversee the maintenance and operation of the collection and distribution system in compliance with DEP/EPA regulations.
- Attend monthly regular and special meetings of the Authority Board.
- Any other work, job, duty or responsibility assigned or directed by the Authority Board.
- Respond to weather and other emergencies on a 24-hour basis.
- Collaborate with the Business Manager on disciplinary actions of Operators and Laborers.
- Seek advice and counsel from the Authority Engineer as needed.

## **Qualifications**

- Possess a high school diploma or equivalent.
- Possess a valid Pennsylvania drivers' license.
- Possess all the required state licenses for the operation of wastewater treatment plants, pump stations and other sewer facilities.
- At least five years' experience as a Certified Wastewater Treatment Plant Operator.
- Supervisory experience required.
- Understanding of EPA/DEP regulations.
- Knowledge of supervisory and safety practices and procedures.
- Ability to prepare and keep accurate records and reports.
- Knowledge of computers and related software applications, e.g. MS Office Suite, GIS.
- Time and project management skills.
- Mechanical and maintenance knowledge preferred.
- Ability to establish a cooperative work atmosphere.
- Ability to walk, crouch, climb ladders and exert 50 to 100 pounds of force occasionally or 25 to 50 pounds frequently.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to communicate with the Business Manager, Authority Chairman, Authority Board Members, Authority Employees, Public, Customers, Vendors, and Contractors.