



WILLISTOWN TOWNSHIP

Position: Sewer System Administrator (CONTRACT POSITION)

Department: Administration/Public Works

POSITION SUMMARY

The Sewer System Administrator is responsible for adequately managing, operating, and budgeting for the Willistown Township wastewater system. For this contract position, the Township is seeking either an individual or a firm.

ESSENTIAL DUTIES

1. Communicate and interact with Township Boards, Officials, Staff and contractors;
2. Communicate, interact and coordinate Township and operating staff for the proper operation of the wastewater systems;
3. Interact with the System Operators and Public Works Department on technical issues within the wastewater treatment, collection and disposal systems;
4. Communicate with and direct engineering contractors for operating and capital project completion;
5. Review and facilitate maintenance needs for the system in conjunction with the System Operator and the Public Works Department;
6. Interact with developers, their engineers and contractors to ensure the requirements of the Township are followed;
7. Attend municipal meetings as required to represent the Township;
8. Prepare monthly Status Reports and review of the monthly reports of consultants and Township Staff;
9. Respond to directives by the Township Officials;
10. Communicate, as required, with residents and businesses served by the public sewer system;
11. Assist residents and businesses not served by public sewer with septic issues;
12. Communicate and coordinate with the CCHD SEO regarding septic systems within the Township;
13. Review Accounts Receivable and Accounts Payable on a monthly basis to ensure accuracy and appropriateness;
14. Communicate and interact with the Township Solicitors to ensure technical information they might require is accurate and appropriate;
15. Prepare in conjunction with the Township Treasurer, annual Operating Budgets;
16. Prepare in conjunction with the Engineer, Public Works and System Operators the annual Capital Budget;
17. Implement and monitor both annual sewer budgets on behalf of the Township;
18. Review sewer quarterly usage rates at least annually to determine the appropriateness of the charges;
19. Coordinate and review financing/bond issues for completion of approved Capital Projects for the Township;
20. Participation in local government organizations to benefit the Township;
21. Negotiate with and review with customers in arrears with their sewer bills the payment of late fees and application of the Township protocols for Bad Debts;

22. Review monthly DMRs when an issue arises with the quality of the wastewater effluent;
23. Communication and negotiation with PA DEP regarding permit criteria, sewerage planning and fines for Notices of Violation;
24. Execution and scheduling of implementing the active Act 537 Plan for the Township; and
25. Ongoing review of wastewater systems for operation improvement and cost savings.

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

This 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.

EXPERIENCE

Ten years minimum experience in the management, finance, and operation of a municipal sewer system or in a consulting engineer role working specifically for a municipal sewer system in Pennsylvania.

EDUCATION

A bachelor's degree in civil or environmental engineering, public administration, public works management, or a related field. In lieu of the degree, quantifiable additional experience in the operation and management of a sewer system will be considered.

CERTIFICATIONS

- Must hold a valid PA Driver's License.
- Preferably, a PA Wastewater Operator's License or a valid PA Professional Engineering License.

JOB SCHEDULE

The position requires an average of approximately 16 to 20 hours weekly. The Sewer Administrator must be available to the System Operators, Emergency Officials and Township Officials 24 hours per day, seven days per week.

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 sit, talk and listen, and to read, write, and type. The employee is required to walk; climb stairs and ladders; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee occasionally must lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This job may require movement in and out of facilities and vehicles, bending, squatting, kneeling, climbing, reaching and twisting.

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 work is performed in a standard office environment, sometimes conducted in sewer facilities and outdoors. Work occasionally involves responding to angry, frustrated, or upset individuals. Job may include unavoidable exposure to a variety of hazardous conditions such as dust and fumes. All personal protective safety gear will be supplied by the Township and must be utilized in conditions that require it.

SELECTION PROCEDURE

A formal review of applications will be followed by interviews and reference checks. Pre-employment drug and alcohol testing, personal and criminal background checks, and other job-related tests may be required.

HOW TO APPLY

Submit your application, including cover letter, resume, and any attachments, as a single document via email to jobs@willistown.pa.us with the subject line “Sewer Administrator.”