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WILLIAMSTOWN BOROUGH AUTHORITY

"This institution is an equal opportunity provider and employer"

Williamstown Water & Sewer Authority, located in Williamstown, Pennsylvania, is seeking to fill the position of full-time Chief Water and Wastewater Treatment Plant Operator/Manager. The successful candidate will work with a team to ensure the operation, maintenance, and repair of the water treatment plant, distribution system and the sewer collection system. The position will be full-time at 40 hours per week; Monday through Friday. The successful candidate will also be expected to share an on-call schedule for emergencies.

Qualifications for this position include at minimum a high school diploma, valid Pennsylvania driver's license, the ability to pass a background check, drug test and physical. Previous work experience in the industry is preferred but not a requirement. The successful candidate must possess valid certifications issued by the Pennsylvania State Board for Certification of Water and Wastewater Treatment Plant Operators as a water and wastewater treatment plant operator. The Wastewater Operator License must be a minimum classification of Class C and E and subclasses 1 and 4. The Water Operator Licenses must be a minimum classification of Class C and E and subclasses 1, 7, 8 and 12. Should the successful candidate not already hold these certifications, they will be expected to test and obtain them within 6 months of employment with the Borough/Authority.

The Borough/Authority offers competitive pay, Health benefits including eye and dental, Retirement through PMRS (Pennsylvania Municipal Retirement System), Paid leave and Paid holidays.

Please see the attachment for a detailed job description.

Interested candidates should send a resume or apply in person:
200 South West Street,
Ste. A
Williamstown, PA 17098

PLANT CHIEF OPERATOR/MANAGER

General Description of Work:

Responsible for administration, operation and maintenance of the Authorities Water and Wastewater Facilities, and review of operation and maintenance functions. Exercises direct authority over all plant functions and personnel. Organizes and directs activities of plant personnel, including training programs. Work is under the general supervision and direction of the Authority Chairperson. Assignments are reviewed generally upon completion for conformity with Authority policies and regulations.

Duties and Responsibilities:

Knowledge of processes and equipment involved in water and wastewater treatment, including basic chemical, bacteriological, and biological processes. Understanding of managerial, administrative, and accounting practices & procedures needed for successful plant operation. Knowledge of external influences of water and wastewater sources prior to entry into the plant; and its effects on treatment processes and equipment. Prepare or supervise preparation of clear, concise reports and budget recommendations. Plan, direct, and evaluate plant operation and maintenance functions. Establish preventive maintenance programs. Performs inspections and determine repair methods. Work with contractors and manufacturer's representatives on difficult tasks. Maintain maintenance records. Apply principles of logic to define problems, collect and analyze data, and draw valid conclusions. Deal with a variety of concrete and abstract variables. Interpret a wide variety of technical instructions, in book, manual, and mathematical or diagrammatic form. Perform ordinary arithmetical, algebraic, and geometric procedures in standard, practical applications. Evaluate and interpret engineering and other technical data. Establish and maintain effective communication and working relationships. Interview applicants and employees; and recommends action to the Authority, establish and maintain communications with employees, government officials, and the public. Performs any other related tasks and duties as assigned.