

EMPLOYMENT OPPORTUNITY –
WATER / WASTEWATER OPERATIONS SUPERVISOR

Lehigh County Authority has an opening for a **Water and Wastewater Operations Supervisor** to oversee the operations, maintenance, and repair of LCA's water / wastewater systems. Work involves planning, directing and coordinating all functions of the Water / Wastewater systems operations, including direct supervision of work completed by the Authority's Operations Workers, Technicians, Specialists, Foremen, Compliance Coordinators, Admin Assistants and others as assigned.

This position will also involve customer relations, budgeting for the systems operations, recommending personnel actions and developing staffing levels for the systems operations in order to meet strategic goals. The Operations Supervisors will train employees and provide guidance of the work completed by field staff.

ABOUT US:

Lehigh County Authority (LCA) is a municipal authority focused on providing high-quality, affordable water and sewer services to our customers. We operate in a cost-effective and efficient manner that results in affordable rates for water and sewer services LCA provides.

LCA works directly with ratepayers (water and sewer customers) to meet their needs and to develop partnerships and cooperative programs with neighboring municipal water and sewer systems. LCA's water rates are among the lowest in the Lehigh Valley, and our regional approach allows us to act quickly and to provide enhanced services where and when needed.

LCA is an exciting and busy place to work, and our employees are the key to ensuring that our public services are valuable, affordable and of the high quality our customers expect.

ESSENTIAL FUNCTIONS:

- Works with the Foremen and Scheduler / Planner, oversees overall management of the Authority's Suburban Division water and wastewater assets, including ensuring proper preventative maintenance measures are in place.
- Handles a variety of public and internal contacts such as other departments of LCA, contractors, customers, vendors, emergency planning and others.
- Oversees the development of Standard Operating Procedures, skills certification documents, training programs and related programs.
- Directs the assignment, training and supervision of staff and manages related personnel actions such as employment, promotion, discipline, demotion, transfer, retention and salary increases according to Authority policies and programs.
- Assist in the preparation and management of the water and wastewater system operating budget for the systems managed by this position.
- Directs special projects involving the Lab and Field Operations. Assists with capital projects, ex: master plan, system upgrades, specifications, etc.
- Coordinates with other departments for proper function of Authority systems, including customer service, IT, HR and capital works.
- Plans, monitors and modifies operational work and solves operational problems.
- Coordinates work with area municipal officials and engineers.

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- Communicates with other management staff to keep them apprised of current system status and problems which arise.
- Supervises the keeping of a variety of records and the preparation of reports necessary for the proper conduct of business.
- Contacts and acts as liaison with other agencies and groups.
- Prepares regulatory reports and reviews reports prepared by others. Analyzes alarm logs, SCADA information and changes to operating system to correct problems.
- Performs related work as required.

QUALIFICATIONS:

- Valid PA Driver's License (Required)
- Bachelor's degree in related field plus five (5) years' experience OR associates degree / technical certificates in related field with ten (10) years' experience in utility management plus extensive experience in water and wastewater system maintenance and repair, including supervision.
- Experience working in a union environment is preferred.
- Demonstrated experience in water and wastewater system management, including system planning, preventative maintenance / asset management, instrumentation and control systems, mechanical systems, emergency response and employee safety.
- Thorough knowledge of the methods, tools and equipment used in the construction and maintenance of water/wastewater systems.
- Strong computer skills including word-processing, spreadsheet or budgeting software, and email applications.
- Ability to establish and maintain effective working relations with others.
- Knowledge of the principles and practices of management and administration.
- Ability to plan, assign, train, supervise and evaluate staff and their work.
- Ability to review and make decisions and recommendations on important issues.
- Ability to handle necessary administrative matters.
- Ability to supervise and participate in the keeping of records and the preparation of reports.
- Ability to establish and maintain effective working relations with others, including sensitivity to customer relations.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Pennsylvania Drinking Water Operators Certification, classification "A" with sub-classifications 7, 8, 9, 10, 11 and 12 preferred.
- Pennsylvania Wastewater System Operators Certification, classification "C" with sub-classifications 1-4 preferred.

HOW TO APPLY:

Apply to this position via the following link: **WILL INCLUDE LINK WHEN FINALIZED**

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PLEASE NOTE: To be considered, all applicants MUST include:

- An updated resume
- Brief cover letter describing your qualifications for our position — is required to be considered
- Salary history and/or requirement

Our hiring management partner is myHR Partner. myHR Partner is not a staffing service or recruiter. All resumes/applications will be reviewed for this position and only for our organization. Applicants who meet the initial qualifications will be contacted for a phone interview.

All applicants can check the status of their application by logging on to the myHR Partner web portal at www.myhrpartnerinc.com and logging on to your personal profile in the Job Postings area.

If you are selected to receive an offer of employment with our company, your employment may be contingent upon the successful completion of credit, drug screen, and criminal background checks.

We realize that that it takes time and effort to go through our application process and we thank you for considering applying for this position. We kindly ask for no emails or phone calls as a means to further your application process. These efforts will not enhance your opportunity for consideration and we are not equipped to respond to these requests. We thank you in advance for your adherence to this request.

EOE, M/F/D/V.