



JOB DESCRIPTIONS

Job Title: Senior Maintenance Worker/Water and Wastewater Manager
Department: McKee Group Villages
Reports To: Site Superintendent
FLSA Status: Non Exempt
Location: Buckingham (primarily)/Neshaminy

Summary: Maintains water and wastewater plants, equipment and processes at Buckingham Springs and Neshaminy Falls. Assists team members in performing or monitoring tasks dealing with maintaining and repairing physical structures of buildings and grounds.

Essential Duties and Responsibilities include the following.

- Produce and maintain schedule for plant maintenance and testing
- Comply with all state and federal guidelines regarding water and wastewater treatment processes, facilities and reporting. Communicate with township.
- Operates, maintains, monitors controls and repairs all water/ wastewater plant process equipment, including pumps, motors, blowers, chlorinators, chemical feeds, sludge equipment and basic laboratory equipment to ensure that treated water/wastewater meets State and EPA quality standards.
- Responsible for all required and/or requested testing and reporting of water and wastewater systems
- Responsible for water treatment, water sampling, renovation and maintenance of the water and wastewater operations; will also perform a variety of skilled, technical and administrative work of the operation.
- Responsible for repairs to water and sewer pipe and connections.
- Orders materials needed for water and wastewater systems. Checking and accepting all materials delivered for quality and quantity. Checks inventory.
- Managing and maintaining quality as per McKee standards.
- Scheduling all Municipal Authority Inspections needed to complete homes.
- Makes service calls and repairs to residents homes.
- Assists with basic property maintenance. This position requires knowledge of routine maintenance issues and assistance with daily duties.
- Maintain all mechanical, electrical, plumbing fixtures, and equipment, to keep in water and wastewater systems in excellent working conditions.
- Operates snow removal equipment to maintain parking lots and sidewalks.
- Ensure condition of property grounds are clean, safe, and cleared of any debris, trash, or weather related matters. Report any suspicious activity immediately to your supervisor/manager.
- Proactively fix and repair items as identified and as reported by residents/manager.
- Respond quickly to deficiencies found in preventative maintenance items, while communicating these items to supervisor/manager.
- Communicate with vendors and contractors as needed to complete task.



- Employee is responsible for taking 24 hour service calls (including nights and weekends) for all properties, at least once per month.
- Employee must respond to all emergency calls in a timely manner.
- Clean up work area/shop and restore to original condition
- Assist other workers in various departments as requested, including moving furniture, unloading and storing supplies, cleaning, painting, lawn maintenance, etc.
- Employee may suggest changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to help workers achieve work goals.
- Learns company policies and enforces safety regulations.
- Troubleshooting/problem resolution pertaining to construction, site work, code conflicts.
- Maintains positive relationships with homeowners, municipal inspectors and officials, subcontractors, and suppliers.
- Maintaining and enforcing safety regulations set forth by The McKee Group.
- Maintaining and enforcing all water and wastewater requirements.
- Maintaining an organized office area with files, binders, etc per McKee procedures.
- Maintaining and updating reports, logs and testing results on an on-going basis.
- Recognizes the need for and makes basic treatment and operational changes to the water/wastewater processes and distribution systems to meet water quality standards.
- Changes pump settings as needed; monitors and adjusts flows through wells, booster pumps, treatment plant lift station and aeration tanks to control the distribution system and system operations.
- Reads and interprets meters, gauges and instruments. Enters daily readings into daily/monthly reports.
- Maintains reports in facility records and sends to appropriate agencies.
- Prepares and submits water/wastewater samples to certified testing lab for analysis and report to meet the required agency quality standards.
- Inventories, estimates usage and prepares orders for supplies. Insures quality of materials received.
- Records daily activities in logbook and stores in facility files.
- Maintains all water/wastewater equipment such as blowers, pumps, motors, chlorinators, filters, and all other equipment essential to the plant operations.
- Other duties may be assigned

Supervisor Responsibilities

None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have organizational skills, and communication skills. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and/or Experience

- Class D and E Drinking Water Treatment Plant Operators license, subclass 12, and Class D and E Wastewater Treatment Plant Operators license, subclass 1 and 4 are a PLUS.
- 5 years experience in water and wastewater systems. Experience with minor home repairs and renovations and HVAC/Boiler knowledge would be an asset.
- Employee must be able to handle crisis situations, while keeping things under control.
- Must have personal/reliable transportation to get to work and be able to respond while on call.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of approved methods of water and/or wastewater testing and analysis.
- Knowledge of proper methods, materials and standards for the installation and testing of backflow prevention devices.
- Knowledge of occupational hazards and applicable safety practices.
- Ability to maintain, repair and install motors and pumps.
- Ability to perform water and wastewater tests and analysis, interpret test results and prepare written reports.
- Ability to prioritize and accomplish tasks within strict deadlines
- Skills in the safe operation of power tools and shop equipment.

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. Must be able to lift up to 40lbs, able to stand, lift, bend, kneel for prolonged periods of time, and work in cramped spaces.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock.

Evening, graveyard, holiday and/or weekend work may be required. Extended hours and irregular shifts may be required.

Contact

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