

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

This is a great opportunity to work in an organization that supports a diverse community! We offer an inclusive, family-friendly culture that values the contributions of every employee, and we seek dedicated individuals who share our commitment to excellence in community service.

We're looking for a motivated, dependable leader to coordinate and supervise the Borough's **environmental laboratory operations and staff**. If you have the initiative, leadership, and ability to promote and maintain a positive Borough image and foster pride and professionalism in the workplace, please apply!

EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES

Medical, dental, and vision insurance	Retirement plans
Life and disability insurance	Employee assistance program
Professional development and training	Paid leave and holidays

POSITION	Environmental Lab Supervisor
DEPARTMENT	Department of Water Resources
REPORTS TO	Director of Water Resources
ANNUAL SALARY	\$65,021 minimum - \$91,021 maximum
FLSA STATUS	Exempt, full-time
SCHEDULE	Monday through Friday, 7:00 am to 4:00 pm

POSITION SUMMARY: This is a professional position requiring the planning, organizing, coordinating, implementing and directing of work activities for a

Pennsylvania Department of Environmental Protection (DEP) accredited Environmental Laboratory certified in Drinking Water, Non-Potable Water (wastewater), and Solids and Chemical Materials. The employee manages a small staff of lab technicians to support the successful operation of a 7 MGD Wastewater Treatment Plant (WWTP) and a 7 MGD Water Treatment Plant (WTP) through daily analytical testing. The position requires initiative, leadership, and ability to promote and maintain a positive Borough image and foster pride and professionalism in the workplace. The employee is expected to exercise initiative and judgment in planning and organizing the day-to-day activities of all laboratory operations.

ESSENTIAL DUTIES & RESPONSIBILITIES: The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Plan, prioritize, assign, supervise, and participate in the work of laboratory staff responsible for the testing, analysis and reporting of environmental laboratory data; lead, motivate, mentor, coach, and evaluate staff; encourage professional growth and development; provide or coordinate training; work with staff to correct deficiencies and/or implement discipline procedures.
2. Ensure daily activities are performed in a safe and efficient manner; promote an atmosphere of continuous improvement in all laboratory service operations to ensure the efficiency and improvement of treatment operations and compliance to all applicable standards and regulations; maintain open communication between the Laboratory, Biosolids, and Treatment Operations.
3. Manage drinking water sample collection and analysis to comply with applicable regulations including Lead and Copper Rule, Groundwater Rule, Stage 2 Disinfectants/Disinfection Byproducts Rule, Radionuclide Rule, Long Term Enhanced Surface Water Treatment Rule, Interim Enhanced Surface Water Treatment Rule, Revised Total Coliform Rule, Disinfection Requirements Rule, Unregulated Contaminants Monitoring Rule 1,2,3, and 4.
4. Serve as the Primary Signatory Authority for monthly and annual wastewater NPDES permit reporting of influent, effluent, and ambient stream data; certify that each test or analysis is accurate and valid and the test or analysis was performed in accordance with all conditions of accreditation by signing the final laboratory report or completing an NPDES discharge monitoring report; share as Operator in Responsible Charge designation with Wastewater Treatment Plant Supervisor; serve as the primary regulatory point of contact at the Wastewater Treatment Plant for routine plant inspections and emergencies such as spills, noncompliance events, or unanticipated discharges.

5. Recognize trends in data that may affect treatment operations and coordinate with appropriate operations staff to implement necessary changes; review data for accuracy, completeness, and reasonableness and to ensure data integrity through adherence to all QA/QC regulatory guidelines; review daily bench sheets for completeness and accuracy and transfer all daily data generated to discharge monitoring reports or supplemental discharge monitoring reports; perform all electronic reporting of monthly drinking water and wastewater compliance data through DWLER, Water Allocation /Withdraw (Chapter 110), WEBOAS, and EDMR.
6. Provide a positive, professional, welcoming image and serve as the public relations contact for wastewater activities and provide in-depth plant tours to the public, students, and other stakeholders; provide guidance and analytical water testing for homeowners served by private wells on a fee basis; serve as a primary contact for drinking water customer complaints relating to water quality; respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
7. Establish schedules and methods for providing environmental laboratory services; identify resource needs; review needs with Water Resources Director; allocate resources accordingly; prepare and administer laboratory operations budget and 5-Year Capital Improvement Plan; submit budget recommendations; monitor expenditures; code invoices for payment; order equipment and supplies; procure all lab supplies, chemicals, equipment, QC and proficiency samples, lab building maintenance, service contracts, and subcontracted lab testing needed for operation of the environmental laboratory; manage billing and payment receipts for lab testing performed for other public and private water supplies and wastewater treatment plants.
8. Maintain necessary certification statuses and other credentials necessary for the production of accurate and defensible data to achieve regulatory compliance; attend and participate in professional group meetings; maintain awareness of new trends and changes in environmental regulations; and incorporate new regulations as appropriate into laboratory procedures.
9. Perform other duties as required.

KNOWLEDGE/SKILLS/QUALITIES: The ideal candidate should possess the following.

- Present a positive image and attitude on a daily basis.
- Ability to respond to and solve problems in emergency situations; ability to operate assigned equipment safely and efficiently; knowledge of the capability, limitation, and hazard of operating any assigned equipment.

- Ability to understand, interpret, and apply related general and specific administrative and departmental policies and procedures and applicable federal, state, and local policies, laws, and regulations.
- Knowledge of supervisory principles and practices including the ability to supervise, train, motivate, evaluate, and discipline assigned staff.
- Ability to organize, coordinate, and schedule employees and equipment to achieve the department's short-term and long-term goals; ability to keep records and do paper work, prepare clear and concise reports including state mandated reports, and prepare and manage assigned budgets.
- Ability to understand, interpret, and apply related general and specific administrative and departmental policies and procedures and applicable federal, state, and local policies, laws, and regulations.
- Knowledge of supervisory principles and practices including the ability to supervise, train, motivate, evaluate, and discipline assigned staff.
- Ability to deal courteously and respectfully with staff, co-workers, citizens, and regulatory agents and to carry out the responsibilities of the job with tact and diplomacy; ability to communicate effectively, verbally and in writing; ability to follow oral and written instructions accurately and carefully.
- Working knowledge of Standard Methods for the Examination of Water and Wastewater and CFR 40, Part 136 – Guidelines Establishing Test Procedures for the Analysis of Pollutants
- Working knowledge of the Safe Drinking Water Act, Clean Water Act, PA Chapters 93, 109 and 252.

MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA:

- Possession of a valid driver's license issued by the Commonwealth of Pennsylvania.
- Fluent with Microsoft Word, Excel, and Outlook.

And as required by Chapter 252, Lab Accreditation Act:

- 1) At least an associate's degree in chemistry, biochemistry, physics, environmental science, biology, microbiology, physical sciences, or engineering (At least 2 years of equivalent and successful college education, including a minimum of 4-college semester credit hours in microbiology may be substituted for the associate's degree.)
- 2) At least 16-college semester credit hours in chemistry.
- 3) A minimum of 4-college semester credit hours in microbiology.
- 4) At least 1 year of experience in the testing or analysis of environmental samples in representative fields of accreditation for which the environmental laboratory seeks to obtain or to maintain accreditation.

- 5) A valid wastewater treatment plant operator's certificate Class A, and E subclass 1, 2, 3, and 4.

Alternatively, 1 through 4 above can be eliminated if:

- 1) A valid certificate is held under the Water and Wastewater Systems Operators' Certification Act for Laboratory Supervisor in the appropriate water and wastewater subclassification.
- 2) At least 1 year of experience in the testing or analysis of environmental samples in representative fields of accreditation for which the environmental laboratory seeks to obtain or maintain accreditation.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Ability to stand and walk most of the time with some bending, stooping, squatting, climbing, twisting, reaching.

Ready to apply?

For questions or to submit your resume and cover letter:

Contact: Amy Berrier, HR/Risk Management Manager

Email: aberrier@carlislepa.org

Call: 717-240-6923

Fax: 717-240-6615

Or Mail:

Carlisle Borough Hall

ATTN: Amy Berrier, HR/Risk Management Manager

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