

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 assist with coordination of the Borough's **water treatment plant operations, facilities, 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	Water Treatment Plant Senior Operator
DEPARTMENT	Department of Water Resources
REPORTS TO	Water Treatment Plant and Field Operations Manager
PAY RATE	\$60,320 minimum - \$71,375 midpoint - \$84,441 maximum
FLSA STATUS	Exempt, full-time
SCHEDULE	7:00 am to 3:30 pm

SUMMARY: This position assists with the organization and coordination of work activities for the operation and maintenance of the Borough's Water Treatment Plant and related facilities, including raw water withdrawal, pump stations, storage reservoirs, elevated storage tanks, and solids handling facilities. The position requires initiative, leadership, and the ability to promote and maintain a positive Borough image and foster pride and professionalism in the workplace. The incumbent serves as primary point of contact for emergencies and serves as plant supervisor and point of contact in the absence of the Water Treatment Plant and Field Operations Manager. This position requires Pennsylvania Class A Water Treatment Operator Certificate with Subclass 1, 7, 8, 10, 11, and 12.

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. Oversee work performed at the Water Treatment Plant facility and ensure treated water quality is at or above state, federal, and water department standards; serve as primary point of contact for emergencies; serve as plant supervisor and point of contact in the absence of the Water Treatment Plant and Field Operations Manager.
2. Exercise initiative and judgment to assist with planning and facilitating the day-to-day activities of treatment plant operators, treatment processes, and equipment; work closely with leadership to implement department programs, projects, and services; assist in preparing reports for various regulatory agencies on water treatment plant performance, water quality, and water sources.
3. Review operational logs and records to ensure accuracy and completeness; evaluate treatment processes; maintain and calibrate process analyzers; monitor raw and treated water flows; adjust flows and pumping rates as needed; oversee chemical feed systems; conduct quality tests on raw and treated water; keep records of chemicals used and tests performed.
4. Assist with planning, prioritizing, and assigning the work of staff responsible for the operation and maintenance of the Borough's water treatment plant and related facilities; lead, motivate, mentor, and coach staff; encourage professional growth and development; provide or coordinate training; work with staff to correct deficiencies; provide input into performance evaluations; assist with implementation of disciplinary procedures; provide shift coverage when necessary.
5. Ensure plant activities are carried out in a safe and efficient manner; ensure safe, sanitary plant facility and grounds; ensure proper use and storage of equipment and supplies; maintain plant security; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures;

- monitor work activities to ensure compliance with established policies and procedures.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
 7. Assist leadership in the responsible preparation and administration of department budget; identify and review resource needs with leadership; allocate resources accordingly; submit budget recommendations; monitor expenditures; code invoices for payment; order equipment and supplies for the plant; maintain records concerning operations and programs; prepare reports on operations and activities; assist with chemical bid process.
 8. Attend and participate in professional group meetings; attend Water Authority meetings; maintain awareness of new trends and developments in the field of water treatment; incorporate new developments as appropriate into programs.
 9. Performs other duties as assigned.

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

- Present a positive image and attitude on a daily basis.
- Advanced knowledge of principals, practices, materials, and methods of water treatment; knowledge of safety procedures and occupational hazards involved in water treatment, storage, and distribution.
- Ability to inspect water system facilities and identify and schedule needed maintenance work; ability to perform skilled water system maintenance tasks, conduct tests and water sampling, monitor and adjust plant processes; operate a variety of equipment and tools necessary to maintain the water treatment plant and related facilities.
- Demonstrated critical thinking skills and ability to calculate chemical dosages.
- Ability to coordinate, supervise, organize, and direct the operation and maintenance activities of the Borough's water treatment plant and related facilities in the absence of Water Treatment Plant and Field Operations Manager.
- 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 deal courteously and respectfully with staff, co-workers, citizens, ratepayers, 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.

MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA:

Any combination of experience and training that provides the required knowledge and abilities may be deemed qualified. A typical approach to obtain the required knowledge and abilities would be:

- Graduation from high school or vocational school or GED with supplementary post-secondary course work in water treatment, chemistry, or microbiology.
- Five years of increasing responsibility in water treatment plant operations and maintenance.
- Two years of lead or supervisory experience responsible for multiple staff.
- Possession of a valid driver's license issued by the Commonwealth of Pennsylvania.
- Pennsylvania Class A Water Treatment Operator Certificate with Subclass 1, 7, 8, 10, 11, and 12.

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, lifting of up to 50 pounds, and working on irregular surfaces or heights above the ground.
- Must be able to use body to work, move or carry objects or materials.

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

Or Mail:

Carlisle Borough Hall

ATTN: Amy Berrier, HR/Risk Management Manager

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