

Job Description
Job Title: Wastewater Technician

THE YORK WATER COMPANY
Job Description

JOB TITLE: Wastewater Technician

EXEMPT: No
DIVISION: G & A
LOCATION: Distribution Center
REPORTS TO: Maintenance & Grounds
Superintendency As Delegated

JOB CODE: 752
DEPARTMENT: Operations

PREPARED BY: Human Resources
APPROVED BY: John Strine

DATE: October 2015
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SUMMARY: Responsible for overall operation and maintenance of the Company's wastewater assets in conjunction with Maintenance & Grounds and Wastewater Superintendency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for the efficient and productive operation of all wastewater systems.
2. Remain current on changing technologies, practices and procedures to improve the operation of the department through classes, seminars, professional meetings, technical journals and etc.
3. Ensure the Company meets all wastewater reporting requirements at the local, state and federal levels.
4. Ensure qualified backup operators are available through contractual arrangements with local and area subcontractors.
5. Assist in the preparation of the operating and capital budgets as assigned.
6. Ensure the safety of surrounding area from hazardous releases by monitoring, assessing and acting on implementation of new processes, procedures, installation of physical equipment that minimizes or eliminates potential risk of release.
7. Assist in the assessment of any potential future wastewater acquisitions.
8. Be available for 24 hour call out as needed.

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9. Schedule routine maintenance of system.
10. Complete required paperwork and reports in an accurate and timely fashion.
11. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

Support the overall direction, coordination, and evaluation of this unit, including subcontractors in conjunction with Maintenance and Grounds and Wastewater Superintendency.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college or technical school; an a minimum of five years related experience in the wastewater industry; a minimum of two years management experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and blue prints. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS;

Valid PA driver's license.

Obtain and maintain required wastewater certifications.

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use calculator, copier, facsimile machine, computer,

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telephone, other standard office equipment and the Company radio communication system.

PHYSICAL DEMANDS:

The employee must be able to work under stress and work additional hours in order to meet deadlines or meet the requirements of the position during emergency situations.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and heavy equipment.

The noise level in the work environment is frequently loud.