

JOB OPENING ANNOUNCEMENT

Lancaster Area Sewer Authority is currently accepting applications for the following position:

PLANT OPERATOR IN TRAINING or PLANT OPERATOR 1

Location: Treatment Plant

Rate of pay: \$25.07/hour *Plant Operator in Training, \$27.16/hour*Plant Operator 1

Hours of work: 7:00 a.m. – 3:30 p.m. or 3:00 p.m. – 11:30 p.m. Monday-Friday **

Requirements: See attached job descriptions

* Eligible for the following incentives (add-on):

- CDL, Class B 0 \$0.50/hour
- WW Cert. A-1 - \$0.45/hour (Plant Operator 1 only)

** Requires participation on schedule for rotation of weekends, working Saturday and Sunday, 7:00 a.m. – 11:00 a.m., with (1) day off during the week that precedes the weekend worked.

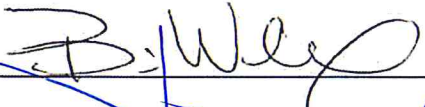
If you are interested in applying for this position, please read the following:

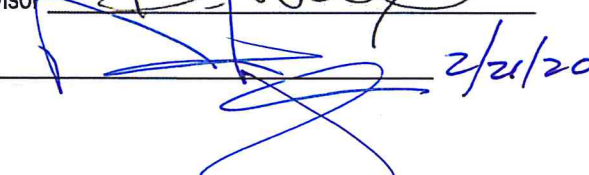
1. To be considered for employment, an "Application for Employment" must be completed. If you are currently employed at LASA and interested in applying for this position, complete an "In-House Application". Applications may be rejected if information is incomplete or inaccurate.
2. Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
3. Completed applications should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603. External applicants selected for consideration of employment will be required to sign consent forms that provide LASA with the ability to send the applicant for a post-offer physical exam and drug test. All new hires will be required to successfully pass the physical exam and drug test as a condition of employment.
4. It is the policy of LASA to accept employment applications only when a Job Opening Announcement is posted. Applications of individuals who are not hired will remain on file for a period of two years. A new application must be completed when applying for a different position.

Closing date and time for submittal of applications: Position open until filled

AN EQUAL OPPORTUNITY EMPLOYER
 Lancaster Area Sewer Authority complies with all federal, state and local laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age (over 40), disability, marital status, ancestry, genetic information, status as a covered veteran, or any other legally protected characteristic.

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 Participates with E-Verify

Department Supervisor 

Executive Director  2/21/20

LANCASTER AREA SEWER AUTHORITY

Position Title: PLANT OPERATOR IN TRAINING

Department: Treatment Plant
FLSA Status: Non-exempt, Hourly
Union Affiliation: Union
Reports to: Operations Chief
Supervises: N/A

General Summary: Work under close supervision to perform routine activities in a structured environment; assist with operating and maintaining treatment facility.

Essential Duties and Responsibilities:

1. Observe Treatment Plant process through SCADA system and visual observation; assist in monitoring plant equipment and processes to ascertain and assure control of equipment involved with treatment process; assist with maintaining the quality of effluent and adherence to NPDES permit discharge limitations.
2. Assist in observing plant equipment for malfunctions; ascertain cause of malfunction; determine whether equipment or PLC related; isolate failed equipment; notify appropriate personnel, e.g. Mechanic and/or Operations Chief for corrective action.
3. Alert Lead Plant Operator, Plant Operator 2, or Plant Operator 1 when visual observation or SCADA system indicates a problem; assist with appropriate steps to correct.
4. Visually inspect all processing equipment; assist in checking and verifying proper operation of all monitoring, sampling and testing equipment; assist in calibrating all sensors and monitoring equipment to assure proper operation.
5. Assist in performing periodic sampling and testing as required for NPDES permit discharge limitations or for maintaining proper operational parameters.
6. Assist in keeping records of plant process; record measurements, readings and maintenance problems; communicate status of operation to oncoming shift. Assist with clerical tasks such as drafting Standard Operating Procedures. Close workorders in CMMS.
7. Assist in operating and maintaining digestion, dewatering and drying equipment.
8. Assist in loading and unloading biosolids from transport truck or dumpster; stack and rotate biosolids on pad; transport and dispose of biosolids and grit/screenings as needed.

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9. Assist in performing equipment maintenance duties; pump out and hose down pits and tanks; clean equipment; unclog lines and drains; grease and lubricate equipment.
10. Assist in performing general maintenance and cleaning duties on all equipment, vehicles and buildings.
11. Assist with public tours of the treatment facility.
12. Perform any other job duties that may be necessary and not included in this list.

Job Specifications:

* Indicates developed after employment

Knowledge (definitions included on separate attached sheet):

- Basic knowledge of wastewater treatment plant operating standards and equipment.
- Basic knowledge of wastewater treatment plant SCADA system. *
- Basic knowledge of safety standards and procedures in treatment plant environment. *
- Basic knowledge of NPDES permit standards required for plant. *
- Basic knowledge of department rules and procedures. *

Skill:

- Operate pumps, valves, digesters, centrifuges and dryer. *
- Operate light and heavy equipment; including but not limited to tractor, mower, forklift, dump truck, loader, backhoe and light trucks. *
- Operate office equipment such as PC's, Tablets, smartphone, printer, copier, and label maker.

Abilities:

- Ability to maintain a clean and organized work area.
- Ability to interface with suppliers, vendors, contractors and the public in a professional and courteous manner.
- Ability to cooperate with coworkers on group tasks.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to carry out written and oral instructions.
- Ability to compute statistical data and accurately record results.
- Ability to interpret technical manuals, diagrams and regulatory guidelines.
- Ability to effectively interface with computers and computer controlled operating systems.
- Ability to operate systems in manual/local control in the event of computer system failure.
- Ability to organize tasks to meet appropriate time schedules required for sample collection.

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Education/Experience:

- Any combination of education and experience that indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position is a high school diploma or the equivalent and completion of coursework and/or prior experience. Possession of the experience cited in this guideline does not guarantee successful performance nor will it be used as the sole basis of hiring or promotion

Required Licenses/Certifications/Credentials:

- At time of hire, valid PA Driver's License, Class C and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.
- Valid PA Commercial Driver's License (CDL), Class B with airbrakes and tanker endorsements (at time of hire or obtained within 180 days of hire).

Physical Requirements (definitions included on separate attached sheet):

- Heavy work, lift/Carry up to 20 pounds continuously, up to 100 pounds occasionally
- Walk frequently
- Sit occasionally
- Climb (stairs, ladders, ramps) frequently
- Push/Pull 85 pounds
- Reach (chest level, above or below chest level) frequently
- Repetitive Motion (hand, feet, right, left, both)
- Stoop/Bend frequently
- Crouch/Crawl occasionally
- Talk/Hear frequently

Environmental Conditions:

- Exposure to dust and fumes
- Exposure to extreme temperatures and adverse weather conditions
- Noise/Vibration
- Mechanical equipment hazards
- Electrical hazards
- Chemical hazards

Working Conditions:

- Frequently performed alone
- Inside around noisy equipment
- Outdoors in a variety of weather conditions
- Driving for periods of time.
- Inclusion in rotation of after hours, on-call duty, including weekends and holidays.
- Entering confined spaces.
- Availability to respond to emergencies on a 24-hour basis.

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DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

Human Resources Department

Reviewed by: _____ Date: _____

Union

Accepted by: _____ Date: _____
_____ Date: _____
_____ Date: _____

Executive Director

Approved by: _____ Date: February 12, 2020

LANCASTER AREA SEWER AUTHORITY

Knowledge definitions

Basic	Fundamental awareness, no or minimal experience
Intermediate	Practical application, limited experience
Advanced	Further along in progression, frequent application
Thorough	Complete understanding, great attention to detail
Comprehensive	Extensive understanding, recognized "authority"

Physical Requirements definitions

Occasionally	1% - 33%
Frequently	34% - 66%
Continuously	67% - 100%

Sedentary work	Lifts up to 10 pounds occasionally, involves sitting most of the time, walking and standing required occasionally
Light work	Lifts up to 20 pounds frequently
Medium work	Lifts up to 50 pounds occasionally
Heavy work	Lifts up to 100 pounds occasionally
Very heavy work	Lifts in excess of 100 pounds occasionally

LANCASTER AREA SEWER AUTHORITY

Position Title: PLANT OPERATOR 1

Department: Treatment Plant
FLSA Status: Non-exempt, Hourly
Union Affiliation: Union
Reports to: Operations Chief
Supervises: NA

General Summary: Work under routine supervision and use minor discretion in resolving problems; assist with operating and maintaining treatment facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate and maintain digestion, dewatering and drying equipment. Observe and make adjustments to maximize production and optimize runtime, efficiently use required chemicals; correct routine malfunctions.
2. Coordinate with Operation Chief the volume of sludge to be wasted; notify Operations Chief of situations that could prevent wasting requirements from being met.
3. Load and unload biosolids from transport truck or dumpster; stack and rotate biosolids on pad; transport and dispose of biosolids and grit/screenings as needed.
4. Visually inspect all process equipment; check and verify proper operation of all monitoring, sampling and testing equipment; calibrate all sensors and monitoring equipment to assure proper operation.
5. Monitor and respond when visual observation or SCADA system alerts to problem; take appropriate steps to correct.
6. Perform equipment maintenance duties; pump out and hose down pits and tanks; unclog lines and drains; clean augers and conveyors.
7. Perform routine and preventive maintenance on equipment.
8. Perform routine grounds and facilities maintenance as required. .
9. Assist Mechanic with routine vehicle maintenance.
10. Perform periodic sampling and testing as required for NPDES permit discharge limitations or for maintaining proper operational parameters.
11. Keep records of plant process; record measurements, readings and maintenance problems; communicate status of operation to oncoming shift. Assist with drafting Standard Operating Procedures. Close workorders in CMMS.

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12. Assist Plant Operator 2 in performance of operational duties.
13. As required under the Operators Certification Act, direct and oversee work of Mechanics relative to any work that may affect Treatment Plant operations. In coordination with Operations Chief, and only with appropriate training from Lead Mechanic or Mechanic 4 personnel, perform operational maintenance as required.
14. Under direction, order supplies and services.
15. Assist with public tours of the treatment facility.
16. Perform any other job duties that may be necessary and not included on this list.

Job Specifications:

* Indicate developed after employment

Knowledge (definitions included on separate attached sheet):

- Intermediate knowledge of wastewater treatment plant operating standards and equipment.
- Intermediate knowledge of wastewater treatment plant SCADA system.
- Intermediate knowledge of safety standards and procedures in treatment plant environment.
- Intermediate knowledge of department rules and procedures. *
- Intermediate knowledge of NPDES permit standards required for plant. *

Skill:

- Operate pumps, valves, digesters, centrifuges and dryer. *
- Operate light and heavy equipment; including but not limited to tractor, mower, forklift, dump truck, loader, backhoe and light trucks. *
- Operate office equipment such as PC's, Tablets, smartphone, printer, copier, and label maker.

Abilities:

- Ability to maintain a clean and organized work area.
- Ability to interface with suppliers, vendors, contractors and the public in a professional and courteous manner.
- Ability to cooperate with coworkers on group tasks.
- Ability to adhere to safety standards and recognize warnings and hazards.
- Ability to carry out written and oral instructions.
- Ability to compute statistical data and accurately record results.
- Ability to organize tasks to meet appropriate time schedules as required by your supervisor.
- Ability to interface with computers and computer controlled operating systems.

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- Ability to operate systems in manual/local control in the event of computer system failure.

Physical Requirements (definitions included on separate attached sheet):

- Heavy work, lift/carry up to 20 pounds continuously, up to 100 pounds occasionally
- Walk frequently
- Sit occasionally
- Climb (stairs, ladders, ramps) frequently
- Push/Pull 85 pounds
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Environmental Conditions:

- Exposure to dust and fumes
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- Noise/Vibration
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Working Conditions:

- Frequently performed alone
- Inside around noisy equipment
- Outdoors in a variety of weather conditions
- Driving for periods of time.
- Inclusion in rotation of after hours, on-call duty, including weekends and holidays.
- Entering confined spaces.
- Availability to respond to emergencies on a 24-hour basis.

Education/Employment:

- Any combination of education and experience that indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position is a high school diploma or the equivalent and previous work related experience and specialized coursework. Possession of the experience cited in this guideline does not guarantee successful performance nor will it be used as the sole basis of hiring or promotion.

Required Licenses/Certifications:

- At time of hire, valid PA Driver's License, Class C and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.

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- Valid PA Commercial Driver's License (CDL), Class B with airbrakes and tanker endorsements (at time of hire or obtained within 180 days of hire)
- PA Wastewater Systems Operator Certification of the appropriate class and subclass for the Authority's Treatment Plant facility (at time of hire)

DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

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