

Date Posted: Friday April 12, 2024

JOB OPENING ANNOUNCEMENT

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

MECHANIC IN TRAINING, MECHANIC 1

Department: 200 – Maintenance
Reporting Location: 4160 Blue Rock Rd., Washington Boro, PA
Rate of pay: \$27.40/hour Mechanic in Training
\$29.85/hour Mechanic 1

Hours of work: 6:30 a.m. – 3:00 p.m. Monday-Friday
Requirements: See attached job descriptions
Additional information Mechanics are eligible for the following incentives (add-on to base ROP)

• CDL, Class B	.60¢/hour	All Mechanic positions
• WW Cert. E-4	.35¢/hour	Mechanic 1 & 2

Mechanics are required to participate in the rotation of on-call duty

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. Attaching a personal resume is encouraged.
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 or sent via email to HRmanager@lasa.org. All new hires will be required to successfully pass a physical exam and drug test as a condition of employment.

Applications will be accepted until position is filled

AN EQUAL OPPORTUNITY EMPLOYER

Lancaster Area Sewer Authority complies with all federal, state, and local laws which prohibit discrimination based on race, color, religion, sexual orientation, gender identity, national origin, age, veteran or disability status, marital status, ancestry, genetic information, or any other legally protected characteristic.

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Participates with E-Verify

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Position Title: MECHANIC IN TRAINING

Department: Maintenance
FLSA Status: Non-Exempt, Hourly
Union Affiliation: Union
Reports to: Maintenance Director
Supervises: N/A

GENERAL SUMMARY: Works under close supervision to perform routine activities in a structured environment; assists with operating and maintaining sewer collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist Mechanics with performing the following duties; drive vehicle to pump stations, grinder pump locations and Treatment Plant to perform maintenance and repair work; conduct inspection; update daily, weekly and monthly logs concerning general conditions and problems.
2. Assist Mechanics with performing routine check at pump stations to detect mechanical, electrical or system problems; check electrical switches, generator batteries, fluid levels, water systems; blow out bubbler systems; check wet wells for clogs or to determine need for cleaning; check oil and water in generators; check alarms; check exterior of station for damage.
3. Assist Mechanics with repair and maintenance of sewage pump stations, grinder pumps and Treatment Plant; assist with inspecting pump stations, grinder pumps and Treatment Plant to check for mechanical, electrical or system problems; assist with removal of pumps, inspect for irregularities, diagnose problems, and make repairs; check electrical switches, generator batteries, fluid levels, water systems; run tests; update station logs.
4. Perform routine check and maintenance for all LASA vehicles, mowers and other motorized equipment.
5. Perform duties and responsibilities of any level of Laborer when required, or in absence of available personnel.
6. Assist with performing work and maintenance on homeowner's grinder pump systems that are owned and operated by the Authority; work will consist of removing and replacing pumps; working on control panels; cleaning out pump basin; repairing pipelines and miscellaneous work.
7. Perform basic maintenance work on vehicles and equipment including oil changes, greasing, minor repairs, and tire changes; cleaning equipment and vehicles and miscellaneous work.

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8. 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 pump station electrical and mechanical systems.
- Basic knowledge of pump station maintenance and repair practices.
- Basic knowledge of grinder pump maintenance and repair practices.
- Basic knowledge of mechanical principles involved in operation of pumps, speed reduction gear boxes, blowers, compressors, variable speed belt drives, and wastewater equipment.
- Basic knowledge of stationary and portable generators.
- Basic knowledge of safety practices and procedures in wastewater treatment environment.
- Basic knowledge of LASA policies, rules and regulations. *
- Basic knowledge of inspection practices. *
- Basic knowledge of geographical layout of municipalities covered by LASA. *

Skill:

- Operate light and heavy equipment; including tractor mower, backhoe, loader, and light trucks.
- Operate power tools; including jackhammer, air compressor, saws, drills, hoist.
- Use of hand tools.
- Computer operation.

Abilities:

- Ability to read manuals and follow directions.
- Ability to schedule work and proceed with timely completion of assignments.
- Ability to cooperate with coworkers on group tasks.
- Ability to carry out written and oral instructions
- Ability to adhere to safety standards and recognize safety warnings and hazards. *
- Ability to examine mechanical or basic electrical systems, diagnose problems and make recommendations.
- Ability to prepare accurate records from inspections and meter readings and interface with computers. *
- Ability to interpret geographical maps, sewer charts and blueprints. *
- Ability to demonstrate polite and courteous manner toward the general public.
- Ability to apply basic mathematical calculations and formulas.

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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 desired to have some previous work related 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.

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
- Electrical hazards
- Chemical hazards

Working Conditions:

- Driving for extended periods of time.
- Inclusion in rotation of after hours, on-call duty.
- Entering confined spaces.
- Availability to respond to emergencies on a 24-hour basis.
- Responding to customer complaints.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be misconstrued as an exhaustive list of all responsibilities, duties and skills required to perform the job.

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Human Resources Department

Reviewed by: Donna Nis Date: 12/12/23

Union

Accepted by: [Signature] Date: 12/21/2023
[Signature] Date: 12/22/23
[Signature] Date: 12/22/23

Executive Director

Approved by: [Signature] Date: 1/2/24

Revised: 2/20/20
Latest Revision: 12/5/23

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

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Position Title: **MECHANIC 1**

Department: Maintenance
FLSA Status: Non-Exempt, Hourly
Union Affiliation: Union
Reports to: Maintenance Supervisor of Facilities & Equipment Maintenance
Supervises: NA

General Summary: Works under close supervision to perform routine activities in a structured environment; assists with operating and maintaining sewer collection system.

Essential Duties and Responsibilities:

1. Drive vehicle to pump stations, grinder pump locations and Treatment Plant to perform maintenance and repair work; conduct inspection; update daily, weekly and monthly logs concerning general conditions and problems; recommend work to be serviced by outside contractor, e.g. electrician, engineers, or pump repair company.
2. As directed by properly certified personnel, perform routine check at pump stations to detect mechanical, electrical or system problems; check electrical switches, generator batteries, fluid levels, water systems; blow out bubbler systems; check wet wells for clogs or to determine need for cleaning; check oil and water in generators; check alarms; check exterior of station for damage.
3. Assist Mechanics with repair and maintenance of sewage pump stations, grinder pumps and Treatment Plant; assist with inspecting pump stations, grinder pumps, and Treatment Plant to check for mechanical, electrical or system problems; assist with removal of pumps, inspect for irregularities, diagnose problems, and make repairs; check electrical switches, generator batteries, fluid levels, water systems; run tests; update station logs.
- 4.. Perform duties and responsibilities of any level of Laborer when required, or in absence of available personnel.
5. Perform work and maintenance on homeowner's grinder pump systems that are owned and operated by the Authority; work will consist of removing and replacing pumps; working on control panels; cleaning out pump basin; repairing pipe lines and miscellaneous work.
6. Perform basic work on vehicles and equipment including oil changes, greasing, minor repairs, and tire changes; cleaning equipment and vehicles and miscellaneous work.
7. Perform any other job duties that may be necessary and not included in this list.

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Job Specifications:

* Indicated developed after employment

Knowledge (definitions included on separate attached sheet):

- Basic knowledge of pump station and grinder pump electrical and mechanical systems.
- Basic knowledge of pump station and grinder pump maintenance and repair practices.
- Basic knowledge of mechanical principals involved in operation of pumps, speed reduction gear boxes, blowers, compressors, variable speed belt drives, and wastewater equipment.
- Basic knowledge of stationary and portable generators.
- Basic knowledge of safety practices and procedures in wastewater treatment environment.
- Basic knowledge of LASA policies, rules and regulations. *
- Basic knowledge of inspection practices. *
- Basic knowledge of geographical layout of LASA service area. *

Skill:

- Operate light and heavy equipment, including tractor mower, dump truck, tank truck, sewer equipment, loader, backhoe, and light trucks.
- Operate power tools; including jackhammer, air compressor, saws, drills, hoist.
- Use of hand tools.
- Computer operation.

Abilities:

- Ability to read manuals and follow directions.
- Ability to schedule work and proceed with timely completion of assignments.
- Ability to cooperate with coworkers on group tasks.
- Ability to carry out written and oral instructions.
- Ability to adhere to safety standards and recognize safety warnings and hazards. *
- Ability to examine mechanical or basic electrical systems, diagnose problems and make recommendations.
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- Ability to apply basic mathematical calculations and formulas.

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

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some previous work related 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, or valid PA Commercial Driver's License (CDL), Class B with airbrakes and tanker endorsements, and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.
- Within 180 days of date of hire (if not held at time of hire), valid PA Commercial Driver's License (CDL), Class B with airbrakes and tanker endorsements with manual/automatic transmission endorsement.
- Commonwealth of PA Wastewater Systems Operators Certification, Class E, Subclass 4 (at time of hire or obtained within 18 months 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
- Electrical hazards
- Chemical hazards

Working Conditions:

- Driving for extended periods of time.
- Inclusion in rotation of after hours, on-call duty.
- Entering confined spaces.
- Availability to respond to emergencies on a 24-hour basis.
- Responding to customer complaints.

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.




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Management retains the right to assign or reassign duties and responsibilities at any time.

Human Resources Department

Reviewed by: _____ Date: _____

Union

Accepted by:  Date: 2/28/20
 Date: 2-28-20
 Date: 2-28-2020

Executive Director

Approved by:  Date: February 20, 2020

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