

Date Posted: Friday October 11, 2024

## JOB OPENING ANNOUNCEMENT

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

### ENGINEERING SUPPORT TECH 1 or 2\*

\*Dependent on Qualifications

*Department:* 100 – Administration Office  
*Reporting Location:* 130 Centerville Rd., Lancaster, PA  
*Rate of pay:* \$27.90/hour/\$30.60/hour Engineering Support Tech 1  
*Hours of work:* 8:00 a.m. – 4:30 p.m. Monday-Friday  
*Requirements:* See attached job description  
*Additional information* N/A

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. You must be currently employed at LASA and 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.
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 one year.

#### 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

Department Supervisor



Executive Director



# LANCASTER AREA SEWER AUTHORITY

**Position Title:** ENGINEERING SUPPORT TECH 1

Department: Administration  
FLSA Status: Non-Exempt, Hourly  
Union Affiliation: Union  
Reports to: Engineering Director  
Supervises: NA

General Summary: Works under close supervision to perform routine activities in a structured environment including assistance with the review of permit applications and development plans; assistance with the distribution of maps and drawings, assistance with preparing mandated reports, processing of shop drawings, tracking of capital projects; gathering water meter readings; assistance water shut-off; gathering and summarizing data and assist in analysis of data.

## Essential Duties and Responsibilities:

1. Assist with the review of permit applications; assist with the review "Applications for Connection to the Sewer System" to ensure completeness of forms; assist with the review applications to ensure existing facilities will support additional flow.
2. Assist with the review of development plans for proposed construction of sanitary sewer systems; assist with the review of plans for proper layout and design and ensure plans comply with LASA's Rules and Regulations; submit comments and/or recommend changes;
3. Assist by overseeing and performing, when workload demands require it, inspection of projects under construction; ensure compliance with LASA's Rules and Regulations; resolve problems with Project Foremen and/or Project Engineer; provide feedback and updates to LASA staff.
4. Label and provide maps and drawings to all staff that need them.
5. Assist with the preparation of mandated reports to government agencies.
6. Track progress of capital projects; take progressive photographs as required, provide reports to staff.
7. Review routine shop drawings of land development collection system extensions, i.e. pipes, manholes, frames, and covers.
8. Obtain water-meter readings and deduction meter reading.
9. Assist in the administration of mandatory inspection of residential service lines at property transfers, water meter shut-off and any other residential

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service line maintenance program developed by LASA; prepare work orders for others to inspect

10. Maintain and support, as necessary, computer applications for use in engineering and management of the Authority, including but not limited to GIS, hydraulic flow modeling, Asset Management, WINCAM, and Lucity.
11. Assist with the preparation of "Requests for Proposals" and "Bid Specifications" for LASA projects as defined by the Engineering Director; review proposals and bids with consultants, contractors and vendors and provide recommendation to the Engineering Director.
12. Assist in the award and administration of sewer rehabilitation projects.
13. Gather and summarize data, assist in the analysis of flowmeter, rain gauges and other I/I management programs.
14. Assist in the development and improvements for new uses of GIS.
15. Provide support to Network Administrator through assistance with basic troubleshooting.
16. Maintain thorough knowledge of the Information Technology Infrastructure utilized by LASA.
17. Perform any other job duties that may be necessary and not included in this list.

### Job Specifications:

\* Indicated developed after employment

### Knowledge (definitions included on separate attached page):

- Basic knowledge of engineering principles and techniques.
- Basic knowledge of Municipality Authority Act.\*
- Basic knowledge of LASA policies, rules and regulations.\*
- Advanced knowledge of interpreting project plans.
- Advanced knowledge of LASA service area.\*
- Basic knowledge of LASA safety policies.\*
- Intermediate knowledge of computer science, GIS and hydraulic flow modeling.\*
- Basic knowledge of Lucity.\*
- Basic knowledge of wastewater treatment and collection systems.\*
- Basic knowledge of State and Federal (EPA/DEP) guidelines affecting LASA.\*



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## Skill:

- Computer operation.
- Project management.
- Problem solving.
- Attention to detail.

## Abilities:

- Ability to effectively communicate and cooperate with project and management team; i.e. contribute ideas, solicit feedback, identify and respond to needs and concerns.
- Ability to evaluate and plan for future improvements and projects.
- Ability to prioritize projects and organize work to ensure timely and effective completion according to established schedules.
- Ability to accurately interpret engineering plans.
- Ability to observe, record and report data accurately.
- Ability to sit and operate a computer for extended periods.
- Ability to prepare specifications, determine appropriate methods and costs and recognize voids and overlaps.
- Ability to perform complex measurements.
- Ability to mark up full plans to ensure plan is clear, concise and accurately represents intent of design.
- Ability to enforce rules and regulations in a fair and consistent manner.
- Ability to resolve disputes with developers and other agencies.
- Ability to work in a safe manner and to recognize and avoid unsafe work conditions

## Education/Experience

- An example of acceptable qualifications of this position would be a high school diploma or the equivalent, with a preferred Associates degree in Engineering, computer science, geographical information system, life sciences, biology, chemistry, geology or other applicable science plus 2 years of directly related work 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.
- Within 1 year of hire, obtain Confined Space training certification.
- Within 1 year of hire, obtain Flagger training.
- Optional - Fundamentals and Principles Engineering (Engineering-in-Training).
- Optional - Residential Plumbing Code certified for inspection of sewer lines.
- Optional - Commonwealth of PA Wastewater System Operators Certification, Class E, Subclass 4.

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- Optional - NASSCO PACP, MACP, LACP) and ITCP Certifications.

## Physical Requirements (definitions included on separate attached page):

- Lift/carry up to 20 pounds frequently, up to 50 pounds occasionally
- Walk frequently
- Sit frequently
- Climb (stairs, ladders, ramps) frequently
- Stoop/Bend frequently
- 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
- 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. Management retains the right to assign or reassign duties and responsibilities at any time.

## Human Resources Department

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Union

Accepted by: \_\_\_\_\_ Date: 2/21/20

[Signature]  
\_\_\_\_\_ Date: 2-29-20

[Signature]  
\_\_\_\_\_ Date: 2-28-2020

## Executive Director

Approved by: \_\_\_\_\_ Date: February 21, 2020

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## 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:** ENGINEERING SUPPORT TECH 2

Department: Administration  
FLSA Status: Non-Exempt, Hourly  
Union Affiliation: Union  
Reports to: Engineering Director  
Supervises: NA

General Summary: Works under routine supervision and with minor discretion to perform activities in a structured environment including assistance with the review of permit applications; and development plans; assistance with the distribution of maps and drawings, assistance with preparing mandated reports, processing of shop drawings; tracking of capital projects; gathering water meter readings; assistance with water shut-offs; assistance in the preparation of requests for proposals and bid specifications; gather and summarize data and assist in analysis of data;

## Essential Duties and Responsibilities:

1. Assist with the review of permit applications; assist with the review of "Applications for Connection to the Sewer System" to ensure completeness of forms; assist with the review of applications to ensure existing facilities will support additional flow.
2. Assist with the review of development plans for proposed construction of sanitary sewer systems; assist with the review of plans for proper layout and design and ensure plans comply with LASA's Rules and Regulations; review construction cost estimates; prompt developers when as-builts should be submitted and when facilities should be dedicated; prepare correspondence with review comments for Engineering Director; answer developer's questions and resolve any outstanding issues.
3. Assist by overseeing and performing, when workload demands require it, inspection of projects under construction; ensure compliance with LASA's Rules and Regulations; resolve problems with Project Foremen and/or Project Engineer; provide feedback and updates to LASA staff.
4. Conduct data collection or confirmation for as-built drawings. Label and provide maps and drawings to all staff that need them.
5. Assist with the preparation of mandated reports to government agencies. Assist with the Preparation of the Chapter 94 reports.
6. Track progress of capital projects; take progressive photographs as required, provide reports to staff.
7. Review routine shop drawings of collection system extensions and other capital projects managed by LASA staff process drawings for input into the GIS.

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8. Obtain water meter readings and deduction meter devices. Manage the meter reading and follow-up to resolve meter failures.
9. Manage programs to track and schedule mandatory inspections of residential service lines at property transfers, water meter shut-offs and any other residential service line maintenance program developed by LASA; prepare work orders for others to inspect.
10. Update and develop, as necessary, computer applications for use in engineering and management of the Authority, including but not limited to GIS, hydraulic flow modeling, Asset Management, WINCAM and Lucity. Primary person to troubleshoot problems with the software on the TV truck.
11. Assist with the preparation of "Requests for Proposals" and "Bid Specifications" for LASA projects as defined by the Engineering Director; review proposals and bids with consultants, contractors and vendors and provide recommendation to the Engineering Director.
12. Assist in the award and administration of sewer rehabilitation projects.
13. Gather and summarize data, assist in the analysis of flowmeter, rain gauges and other I/I management programs. Manage the portable flow-metering program. Assure that meters are downloading viable data and forward to the Consultant.
14. Assist in the development and improvements for new uses of GIS.
15. Provide support to Network Administrator through assistance with basic troubleshooting and implementation of smart phone replacements.
16. Maintain thorough knowledge of the Information Technology Infrastructure utilized by LASA.
17. Perform any other job duties that may be necessary and not included in this list.

### Job Specifications:

\* Indicated developed after employment

### Knowledge (definitions included on separate attached page):

- Basic knowledge of engineering principles and techniques.
- Basic knowledge of Municipality Authority Act.\*
- Advanced knowledge of LASA policies, rules and regulations.\*
- Advanced knowledge of interpreting project plans.
- Advanced knowledge of LASA service area.\*
- Basic knowledge of LASA safety policies.\*



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- Intermediate knowledge of computer science, GIS and hydraulic flow modeling.\*
- Basic knowledge of Lucity.\*
- Basic knowledge of wastewater treatment and collection systems.\*
- Basic knowledge of State and Federal (EPA/DEP) guidelines affecting LASA.\*

### Skill:

- Computer operation.
- Project management.
- Problem solving
- Attention to detail

### Abilities:

- Ability to effectively communicate and cooperate with project and management team; i.e. contribute ideas, solicit feedback, identify and respond to needs and concerns.
- Ability to evaluate and plan for future improvements and projects.
- Ability to prioritize projects and organize work to ensure timely and effective completion according to established schedules.
- Ability to accurately interpret engineering plans.
- Ability to observe, record and report data accurately,
- Ability to sit and operate a computer for extended periods.
- Ability to prepare specifications, determine appropriate methods and costs and recognize voids and overlaps.
- Ability to perform complex measurements.
- Ability to mark up full plans to ensure plan is clear, concise and accurately represents intent of design.
- Ability to enforce rules and regulations in a fair and consistent manner.
- Ability to resolve disputes with developers and other agencies.
- Ability to work in a safe manner and to recognize and avoid unsafe work conditions

### Education/Experience

- An example of acceptable qualifications of this position would be a high school diploma or the equivalent, with a preferred Associates degree in Engineering, computer science, geographical information systems, life sciences, biology, chemistry, and some background in geology or other applicable sciences plus 5 years of directly related work 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.

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- Within 1 year of hire obtain Confined Space training certification.
- Within 1 year of hire obtain Flagger training.
- Optional - Fundamentals and Principles of Engineering (Engineer-in-training).
- Optional- Residential Plumbing Code certified for inspection of sewer lines.
- Optional- Commonwealth of PA Wastewater Systems Operators. Certification, Class E, Subclass 4
- Optional- NASSCO PACP, MACP, LACP and ITCP Certifications.

### Physical Requirements (definitions included on separate attached page):

- Lift/carry up to 20 pounds frequently, up to 50 pounds occasionally
- Walk frequently
- Sit frequently
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### 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
- Entering confined spaces
- Availability to respond to emergencies on a 24-hour basis
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LANCASTER AREA SEWER AUTHORITY

Human Resources Department

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

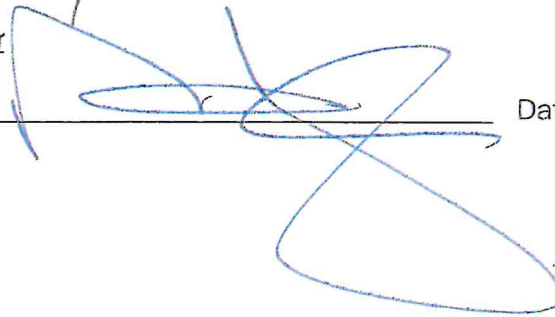
Union

Accepted by:  \_\_\_\_\_ Date: 2/28/20

Deey Holt \_\_\_\_\_ Date: 2-28-20

Joe Meduck \_\_\_\_\_ Date: 2-28-2020

Executive Director

Approved by:  \_\_\_\_\_ Date: February 21, 2020