

JOB OPENING ANNOUNCEMENT

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

COLLECTION OPERATOR in TRAINING or 1

Department: 500 – Collections
Reporting Location: 130 Centerville Rd., Lancaster PA
Rate of pay: \$28.00/hour Collection Operator in Training
\$29.55/hour Collection Operator 1
Hours of work: 6:30 a.m. – 3:00 p.m. Monday-Friday
Requirements: See attached job descriptions
Additional information: Collection Operators are eligible for the following incentives (add-on to base ROP)

- CDL, Class B .60¢/hour
- WW Cert. E-4 .35¢/hour

Collection Operators 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. 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 is located at 130 Centerville Rd., Lancaster, PA 1760, or emailed to: HRmanager@lasa.org. All new hires will be required to successfully pass a 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 for individuals who are not hired will remain on file for a period of two years.

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, parental status, national origin, age, military service, disability, marital status, ancestry, political affiliation, genetic information, or any other legally protected characteristic.

LANCASTER AREA SEWER AUTHORITY
Participates with E-Verify

Department Supervisor

John J. Vilga

Executive Director

Mel M. Bitt

LANCASTER AREA SEWER AUTHORITY

Position Title: COLLECTION OPERATOR IN TRAINING
Department: Collection
FLSA Status: Non-exempt, Hourly
Union Affiliation: Union
Reports to: Collection System Director
Supervises:

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 with the operation of all televising equipment and maintenance, including record keeping, locating problems, and scheduling work; operate and maintain sewer cleaning units.
2. Assist with performing repair of sewer lines and manholes through use of grouting materials; recommend repairs that should be done.
3. Assist with installing and maintaining permanent and portable meters.
4. Assist with downloading data from permanent and portable meters; assist with maintaining gas detection meters; interpret data for use in Inflow & Infiltration and maintenance work.
5. Assist with entering collection system inspection and maintenance data into Lucy database.
6. Perform duties and responsibilities of Laborer when required, or in absence of available personnel.
7. Respond to locate requests from PA One Call System.
8. 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.
9. Perform basic maintenance work on vehicles and equipment such as oil changes, greasing, minor repairs, and tire changes, cleaning equipment and vehicles and miscellaneous work.
10. Perform any other job duties that may be necessary and not included in this list.

LANCASTER AREA SEWER AUTHORITY

JOB SPECIFICATIONS:

* Indicates developed after employment

Knowledge (definitions included on separate attached sheet):

- Basic knowledge of operation and maintenance of televising equipment. *
- Basic knowledge of sewer line maintenance and repair practices and procedures. *
- Basic knowledge of grouting procedures. *
- Basic knowledge of safety practices and procedures. *
- Basic knowledge of LASA policies, rules and regulations. *
- Basic knowledge of geographical layout of municipalities covered by LASA. *
- Basic knowledge of computer science and computer applications such as Windows.

Skill:

- Operate light and heavy equipment, including tractor, mower, dump truck, sewer cleaning 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 adhere to safety standards and recognize safety warnings and hazards. *
- Ability to carry out written and oral instructions.
- Ability to prepare accurate records from inspections and meter readings. *
- Ability to interpret geographical maps, sewer charts and blueprints. *
- Ability to demonstrate a polite and courteous manner towards members of the public.
- 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, some experience helpful.

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.

LANCASTER AREA SEWER AUTHORITY

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):

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

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

LANCASTER AREA SEWER AUTHORITY

Human Resources Department

Reviewed by: Dan M. Nis Date: 12/12/23

Union

Accepted by: [Signature] Date: 12/23/2023
[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: 12/4/23

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

LANCASTER AREA SEWER AUTHORITY

Position Title: COLLECTION OPERATOR 1

Location: Maintenance Department

Department: Collection

FLSA Status: Non-exempt - Hourly

Union Affiliation: Union

Reports to: Collection System Director

Supervises:

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 with the operation of all televising equipment and maintenance, including record keeping, locating problems, and scheduling work; operate and maintain sewer cleaning units.
2. Perform repair of sewer lines and manholes through use of grouting materials; recommend repairs that should be done.
3. Assist with installing and maintaining permanent and portable meters.
4. Assist with downloading data from permanent and portable meters; assist with maintaining gas detection meters; interpret data for use in inflow & infiltration and maintenance work.
5. Assist with entering collection system inspection and maintenance data into MMS database.
6. Perform grease trap inspections.
7. Perform duties and responsibilities of any level of Laborer when required, or in absence of available personnel.
8. Respond to locate requests from PA One Call System.
9. 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 pipelines and miscellaneous work.
10. Perform any other job duties that may be necessary and not included in this list.

JOB SPECIFICATIONS:

LANCASTER AREA SEWER AUTHORITY

* Indicates developed after employment

Knowledge:

- Basic knowledge of operation and maintenance of televising equipment.
- Basic knowledge of sewer line maintenance and repair practices and procedures. *
- Basic knowledge of grouting procedures. *
- Basic knowledge of safety practices and procedures. *
- Basic knowledge of LASA policies, rules, and regulations. *
- Basic knowledge of geographical layout of municipalities covered by LASA. *
- Basic knowledge of computer science and computer applications such as Windows.

Skill:

- Operate light and heavy equipment, including tractor mower, dump truck, tank truck, sewer cleaning 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 proceed with timely completion of assignments.
- 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 prepare accurate records from inspections and meter readings. *
- Ability to interpret geographical maps, sewer charts and blueprints. *
- Ability to demonstrate a polite and courteous manner towards members of the public.
- Ability to apply basic mathematical calculations and formulas. *

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 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:

- 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.

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- Within 180 days of date of hire (if not held at the 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).
- At time of hire (or obtained within 6 months of hire) NASSCO PACP, MACP, and LACP Certifications plus basic knowledge of operating televising truck/equipment.

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

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LANCASTER AREA SEWER AUTHORITY

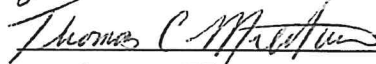
Human Resources Department

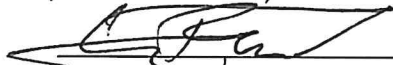
Date: 9/3/24

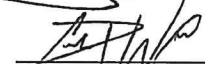
Reviewed by: 

Union

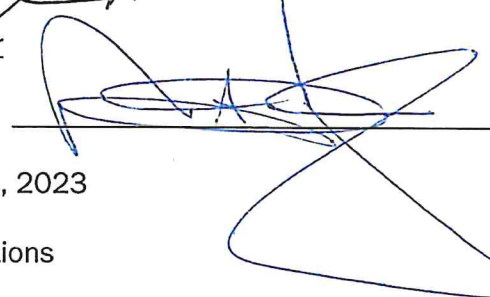
Accepted by:  Date: 9/4/24

 Date: 9-4-24

 Date: 9-4-24

 Date: 9-4-24

Executive Director

Approved by:  Date: 9/6/24

Revised: August 8, 2023

Knowledge definitions

Basic	Fundamental awareness, no or minimal experience
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