

JOB OPENING ANNOUNCEMENT

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

PLANT OPERATOR IN TRAINING, PLANT OPERATOR 1 OR 2

Department: 300 – Treatment Plant
Reporting Location: 4160 Blue Rock Rd., Washington Boro, PA
Rate of pay: \$30.76/hour Plant Operator in Training
\$32.89/hour Plant Operator 1
\$34.49/hour Plant Operator 2
Hours of work: 3:00 P.M. - 11:30 P.M. Monday-Friday
Requirements: See attached job descriptions
Additional information: Plant Operators are eligible for the following incentives (add-on to base ROP)

• CDL, Class B	.60¢/hour	All Plant Operator positions
• WW Cert. A-1	.60¢/hour	Plant Operator 1 & 2
• Second shift diff.	\$1.00/hour	All Plant Operator positions

Plant Operators are included on the 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. 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 of individuals who are not hired will remain on file for a period of one year.

Closing date and time for submittal of applications: 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

Department Supervisor Brian Wilcox

Executive Director [Signature]

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Position Title: PLANT OPERATOR IN TRAINING

Location: Treatment Plant
FLSA Status: Non-exempt
Pay Grade: Hourly/Union

Reports to: Plant Operations Manager
Supervises:

GENERAL SUMMARY: Works 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 process 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 or Plant Operations Manager for corrective action.
3. Alert Lead Plant Operator, Plant Operator 2, or Plant Operator 1 to alarm when computer operating system alerts to 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.
9. Assist in performing maintenance duties; pump out and hose down pits and tanks; clean equipment; unclog lines and drains; grease and lubricate equipment.

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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:

- 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 areas.
- 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 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.
- Ability to lift light objects; up to 10 lbs. continuously; ability to lift medium objects; up to 25 lbs. frequently; ability to lift heavy objects; up to 100 lbs. occasionally.
- Ability to demonstrate physical fitness, including standing and walking for long periods of time, frequently going up and down stairs, bending, reaching, and lifting.
- Ability to respond to emergencies on a 24-hour basis.

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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 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:

- 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

- 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.

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



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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: 12/12/23

Union

Accepted by:  Date: 12/23/2023
 Date: 12/26/23
 Date: 12/22/23

Executive Director

Approved by:  Date: 1/2/24

Revised: 2/12/20
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: PLANT OPERATOR 1

Location: Treatment Plant
FLSA Status: Non-exempt
Pay Grade: Hourly/Union
Reports to: Plant Operations Manager
Supervises:

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 Plant Operations Manager the volume of sludge to be wasted; notify Plant Operations Manager 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 ; line 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
- 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

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).
- At time of hire, PA Wastewater Systems Operator Certification of the appropriate class and subclass for the Authority's Treatment Plant facility.

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: 2/28/20
_____ Date: 2-29-20
_____ Date: 2-28-2020

Executive Director

Approved by: _____ Date: February 17, 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

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Position Title: PLANT OPERATOR 2

Location: Treatment Plant
FLSA Status: Non-exempt
Pay Grade: Hourly/Union

Reports to: Plant Operations Manager
Supervises:

GENERAL SUMMARY: Work under general supervision and uses discretion in identifying and resolving complex problems and assignments; operates and maintains treatment facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate Treatment Plant process through interface with SCADA System; monitor plant equipment and process to ascertain and assure control of equipment involved with treatment process; implement decisions and directions to maintain the quality of effluent and adherence to NPDES permit discharge limitations.
2. Observe plant equipment for malfunctions; ascertain cause of malfunction; determine whether equipment or PLC related; isolate failed equipment, adjust plant operation to compensate; notify appropriate personnel, e.g., Lead Operator, Mechanic, or Plant Operations Manager for corrective action.
3. Monitor and respond when visual observation or SCADA system alerts to problem; take appropriate steps to correct.
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. Perform periodic sampling and testing as required for NPDES permit discharge limitations or for maintaining proper operational parameters.
6. Keep records of plant process; record measurements, readings, and maintenance problems; communicate status of operation to oncoming shift. Assis with drafting and revising Standard Operating Procedures. Close workorders in CMMS.
7. 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.
8. 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.

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9. Perform equipment maintenance duties; pump out and hose down pits and tanks; unclog lines and drains; clean augers and conveyors
10. Perform routine and preventive maintenance on equipment.
11. Perform routine grounds and facilities maintenance as required.
12. Perform basic instrumentation maintenance and troubleshooting.
13. As required under the Operators Certification Act, direct and oversee work of Mechanics relative to any work that may affect Treatment Plant operations.
14. In coordination with Operations Chief, and only with appropriate training from Lead Mechanic or Mechanic 4 personnel, perform operational maintenance as required..
15. Under direction, order supplies and services.
16. Assist with public tours of the treatment facility.
17. Perform any other job duties that may be necessary and not included on this list.

Job Specifications:

* Indicates developed after employment

Knowledge (definitions included on separate attached sheet):

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

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- 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 as required by your supervisor.

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

Education/Employment:

- Any combination of education and experience that indicates possession of the skills, knowledge and abilities listed above. An example of acceptable

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qualifications for this position is completion of some secondary education or the equivalent specialized coursework and 3 years previous wastewater treatment plant 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)
- At time of hire, PA Wastewater Systems Operator Certification of the appropriate class and subclass for the Authority's Treatment Plant facility.

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: 2/28/20

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Executive Director

Approved by:  _____ Date: February 17, 2020

LANCASTER AREA SEWER AUTHORITY

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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