

BRIGHTON TOWNSHIP SEWAGE AUTHORITY

EMPLOYEE NAME:

JOB CLASSIFICATION: Operator – Class B

JOB RESPONSIBILITIES/DUTIES:

1. Must be able to operate vehicles, equipment and tools pertinent to the operation and maintenance of Authority systems and facilities. Must maintain valid license for operating and driving required equipment.
2. Check operations of pump stations. Record required data.
3. Performs maintenance of the pump station equipment including housekeeping and maintenance of the pumping station building and grounds.
4. Checks operation of air release valves and makes repairs as required.
5. Performs flushing program duties for collection system.
6. Inspect manholes for maintenance and repair requirements.
7. Must have a working knowledge of gas detection equipment and of confined space entry requirements.
8. Inspect collection and conveyance system for sources of inflow and infiltration, and utilize flow meters to identify areas of high infiltration for corrective action.
9. Performs inspections of service connection installations including excavation and backfill of trenches to comply with applicable standards and specifications.
10. Marks sewer lines for PA One Call.
11. Perform maintenance on Authority properties, including snow plowing or shoveling, grass cutting and trimming, raking lawns, parking lot repairs, building maintenance and repairs and other required items.
12. Maintain work area and equipment in clean and orderly fashion.
13. Operates vehicles and equipment in safe manner, and utilizes proper safety equipment, clothing and precautions in performance of duties.
14. Performs related work as required, including assisting Brighton Township, Brighton Township Municipal Authority and other Township affiliated agencies as required.

15. Perform other such duties as may be required by government regulations and/or revisions to Authority or Township facilities or operating requirements.

SKILLS

1. Mathematics: Ability to add, subtract, multiply and divide; to compute from blueprints and plans.
2. Writing: Ability to write required reports and record data.
3. Speaking: Ability to communicate clearly with Superintendent/Crew Chief, co-workers and public.
4. Capable of working independently with minimal supervision. Is action oriented and energetic. Identifies tasks that need to be done, and acts independently to complete them.
5. Attention to detail.

SUPERVISION:

Employee is supervised and works at the direction of the Superintendent. Employee does not supervise other employees.

PHYSICAL DEMAND/WORK ENVIRONMENT:

Employee is on call 24 hours a day for emergencies.

Work requires physical exertion and operation of equipment.

Work may be performed out-of-doors where employee is subject to inclement weather conditions including rain, snow, high temperatures or cold weather.

EDUCATION/EXPERIENCE:

High School diploma.

Prior related work experience preferred.

Must acquire and maintain License required by PA DEP for BTSA Collection System to achieve Class A level of employment.

Required to undertake OSHA Competent Person training for confined space entry and sheet shoring of excavations.

Valid Pennsylvania Driver's License.

MANAGEMENT RIGHTS:

The Board of Directors specifically reserve management rights which include, without limitation, the Authority's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

AUTHORITY APPROVAL:

Signature

Date

EMPLOYEE ACKNOWLEDGMENT:

Signature

Date

Board Approval July 17, 2023