

TO : Beaver County Times
Classified Advertisements Department

FROM: Bryan K. Dehart
Township Manager

RE : Help Wanted Ad

DATE : March 18, 2025

Sewage Operator: Brighton Township Sewage Authority (BTSA) is accepting applications for an Operator Class B. Position is full time with benefits. Work is physically strenuous and in all weather conditions. Applicant must be able to perform a variety of manual skills and equipment repairs and operations. Must possess or obtain within two years a PA DEP license for sewage collection system. Valid driver's license required. Prior sewage system experience preferred. Pre-employment physical, background check and drug test required.

Applications must be made on forms provided by the Authority, which are available at the Municipal Building, 1300 Brighton Road, Brighton Township. Applications will be accepted until the position is filled. BTSA is an equal opportunity employer.

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

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed with us before?

Yes No

If Yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

References

1.	_____ ()
	(Name) Phone #
	_____ (Address)
2.	_____ ()
	(Name) Phone #
	_____ (Address)
3.	_____ ()
	(Name) Phone #
	_____ (Address)

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.