

EAST LAMPETER TOWNSHIP
POSITION DESCRIPTIONS

Assistant Sewer Superintendent

DEPARTMENT: PUBLIC WORKS

GENERAL SUMMARY: Under direction of the Sewer Superintendent, supervise the performance of work duties and responsibilities of the collections systems maintenance workers; plan organize and direct work of unit; plan and inspect work of contractors; perform the work of a sewer maintenance worker as dictated by operational demands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the supervision and the performance of work duties and responsibilities of the sewer collection system maintenance workers; provide direction and feedback; ensure compliance with safety and quality standards as well as effective completion of unit work; provide on-the-job training, e.g., schedule and assign work, communicate work priorities, procedures and department work rules; provide verbal and written warnings; effectively recommend hire and discipline.
2. Assist with planning, organizing and direction of the work unit with focus on proactive maintenance measures to reduce service calls, e.g., implement efforts to reverse and install new lines and valves; observe and evaluate problem areas with manual inspection or cameras; establish priorities, provide technical expertise to solve routine and non-routine problems; assist with long range planning and effectively recommend system evaluation; recommend purchase of materials and equipment; report damage to equipment and vehicles; direct crew in cleaning of equipment and vehicles.
3. Assist Sewer Superintendent and Public Works Director with budget monitoring and development; review purchase invoices for accuracy and recommend methods to control costs.
4. Assist with planning, scheduling and organizing work of outside contractors; analyze problems, make calls to contractors, communicate regarding issues, inspect residential and commercial installations of new lines and take steps to ensure compliance; assist with review of construction plans and inspections.
5. Perform the duties and responsibilities of a sewer maintenance worker to ensure operational efficiency in the case of work demands staff shortage or emergency; assist with providing staff back up for public works projects.
6. Provide supervisory coverage for other public works crew as dictated by operational needs.
7. Attend continuing education and training to stay abreast of developments in field and integrate new technology.
8. Plowing and assisting Roads and Parks Departments when needed.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is completion of a secondary education or the equivalent, four (4) to six (6) years of related experience in the field of public works, possession of a current PA driver's license and class "B" commercial driver's license with air brakes and tanker endorsement at a minimum. Must be able to respond to emergencies on a twenty-four-hour basis. Must have or willing to get DEP License to Operate Wastewater System.

Knowledge:

- Thorough knowledge of one or more trades, i.e., mechanical, electrical, plumbing, and welding.
- Thorough knowledge of sewer lines maintenance practices and procedures.
- Thorough knowledge of flusher truck standard operating procedures.
- Advanced knowledge of light, medium and heavy equipment operating procedures. *
- Advanced knowledge of public works maintenance practices and procedures. *
- Thorough knowledge of safety practices and procedures for equipment and tools. *
- Thorough knowledge of Township and Sewer Authority ordinances, policy and procedures. *
- Thorough knowledge of confined space regulations. *
- Thorough knowledge of Department of Environmental Protection (DEP) MS-4 guidelines for storm sewers. *
- Thorough knowledge of safety policies and practices for new installations and other construction projects.

Skills:

- Operation of light, medium or heavy equipment.
- Operation of manual, pneumatic, and power tools, including chain saws, tamper, drills, grinders, welders, torches.

Abilities:

- Ability to apply supervisory principles to solve practical everyday solutions.
- Ability to develop team atmosphere as leader of a work unit.
- Ability to cultivate customer orientation with team.
- Ability to promote accountability for completion of goals and objectives.
- Ability to enforce department rules and regulations in a fair and even-handed way.
- Ability to develop employees and promote transfer of job knowledge.
- Ability to interact effectively with members of the public, vendors and Township management.
- Ability to show tact and diplomacy when resolving problems with members of the public.
- Ability to read, understand and interpret plot maps, schematics, blueprints and technical manuals.
- Ability to prepare accurate work records and reports.
- Ability to effectively listen and ask questions to resolve problems.

- Ability to recognize unsafe conditions and take appropriate precautions.
- Ability to demonstrate commitment to Township with 24/7 availability for emergencies.
- Ability to perform mathematical calculations, e.g., add, multiply and divide whole numbers and fractions.
- Ability to demonstrate physical fitness, including frequent standing, walking, bending, squatting, reaching, pushing, pulling and repetitive movements with machinery or tools.
- Ability to frequently lift light weights (1-14 lb), and occasionally moderate (15-50 lbs) and heavy (over 50 lbs) weights with appropriate safety equipment.
- Ability to demonstrate honesty and convey integrity to maintain public trust.

Working Conditions:

Work conditions include occasional overtime, especially during times of snow emergencies, occasional performance of work in extreme temperatures or during inclement weather. Work is frequently performed around hazardous machines, occasionally hazardous substances and dangerous traffic and requires adherence to safety standards to control for risk. Position requires a mixture of field and office work.

Safety-Sensitive Position

This position is designated as safety-sensitive. The employee's duties involve tasks where impairment could pose a direct threat to the health or safety of the employee, coworkers, or the public. Employees in safety-sensitive positions are subject to drug and alcohol testing as permitted by law.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Sewer Superintendent

FLSA STATUS: Temporary position (3-6 months) with the intent to be Sewer Superintendent. Position is not to be filled after expiration of temporary position.

DATE: August 2026

