

The logo of the Upper Moreland-Hatboro Joint Sewer Authority (UMHJSA) is a circular emblem. It features the letters 'U', 'M', 'H', and 'J' arranged in a circle, with 'S', 'A', and 'A' positioned below them. The letters are stylized and appear to be in a light blue or grey color.

UPPER MORELAND-HATBORO JOINT SEWER AUTHORITY

Office

2875 TERWOOD ROAD
WILLOW GROVE, PA 19090-0535

Mailing Address

P.O. BOX 535
WILLOW GROVE, PA 19090-0535

The **Upper Moreland-Hatboro Joint Sewer Authority** in Willow Grove, Pennsylvania is seeking a full-time **Maintenance Supervisor** who will be responsible for the overall maintenance of the Upper Moreland-Hatboro Joint Sewer Authority's (UMHJSA's) activated sludge 7.189 MGD wastewater treatment plant with a sewage sludge incinerator, and three (3) sewage pump stations.

Primary duties will include the following:

1. Report to the Plant Superintendent and follow UMHJSA chain of command.
2. Report any violation of UMHJSA rules and regulations thru chain of command.
3. Attend all meetings scheduled by the Plant Superintendent and/or General Manager, which will include monthly supervisor meetings and periodic operations review meetings (approximately quarterly).
4. Compile all reports requested by the Plant Superintendent and/or General Manager.
5. Schedule work and keep personnel files of all employees under your direction, including vacation, personal, sick, etc.
6. Monitor all breaks, and start and stop times of employees under your direction.
7. Keep daily written log on your shift or department.
8. Review tasks you assigned to employees under your direction throughout their shift.
9. Possess or be able to qualify within two years a Pennsylvania Class A Wastewater Operator's License for the operation of a sewage treatment plant.
10. Obtain a CDL drivers license for operation of UMHJSA high-velocity truck and other vehicles.
11. Schedule monthly PM inspections of equipment and vehicles as per PM schedule.
12. Sign off on all invoices that are taken from the Maintenance Department budget.
13. Repair, review and file all malfunctions and work orders.

14. Insure that all repairs are made to keep Plant in compliance with NPDES permit conditions.
15. Cross train all Maintenance Department employees in repairs of UMHJSA equipment and the operation of Maintenance Department tools.
16. Prepare Maintenance Department monthly report for last staff meeting of the month and make copies or email for the General Manager and Plant Superintendent.
17. Answer memos on budget items that are over budget.
18. Make monthly inspection of pump Stations with the Road Crew Supervisor and report condition to the Plant Superintendent.
19. Schedule and hold monthly safety committee meetings, as well as weekly safety briefing for all Maintenance Department employees. The schedule for the year is to be provided to the Plant Superintendent at the first staff meeting of January each year.
20. Insure that all purchases over \$4,000 have at least three written quotes to insure good buying practices and are turned in to Plant Superintendent in time for Board approval.
21. Prepare yearly budget for Maintenance Department and address budget items that are over budget.
22. Prepare yearly and fiscal year report for Plant Superintendent that go to the Engineer of Record.
23. Insure that all Maintenance Department contracts under your control are rebid on time and work is being done up to bid specifications.
24. Work duty weekends as assigned by Plant Superintendent (approximately every 5th weekend).
25. Perform all other duties as required by the Plant Superintendent.

UMHJSA is an equal opportunity employer and provides competitive salary and benefits (e.g., vacation, 457(b) retirement plan, insurance). Qualified applicants must submit a current resume and salary history/requirements to the General Manager; UMHJSA; 2875 Terwood Road; Willow Grove, PA 19090 or email to: gm@umhjsa.org