

JOB DESCRIPTION

UMHJSA WAREHOUSE SUPERVISOR

Upper Moreland-Hatboro Joint Sewer Authority is seeking a Warehouse Supervisor to join our team in Willow Grove, PA. In this role, you will supervise the operation of the UMHJSA warehouse during first shift hours and work with the Maintenance Supervisor to see that the department runs smoothly.

Requirements:

High school diploma or equivalent.

Pennsylvania Wastewater Operator Certification Class B and E with Subclass 1 and 4 are required.

Experience in wastewater operations and prior supervisory role a plus.

Valid driver's license.

Must be able to work occasional weekends, holidays and respond to emergency calls on a rotating schedule.

Experience with SCADA, GIS, and Microsoft Office skills a plus.

Knowledge of mechanical systems, plumbing, and electric preferred.

Benefits and Perks

UMHJSA offers competitive pay commensurate with experience and qualifications, and robust benefits including:

- Health, dental and vision coverage – covers employee and eligible dependents with no employee contributions.
- Generous paid vacation, excused absence, personal days, and holidays.
- Company provided life insurance.
- Eligibility for 457(b) retirement plan with generous match.

Job Description

1. Supervise the operation of the UMHJSA warehouse during first shift hours and work with the Maintenance Supervisor to see that the department runs smoothly. Work with the Maintenance Supervisor to understand the ongoing activities in the Maintenance Department so you can direct the Department in the absence of the Maintenance Supervisor.
2. Supply report on warehouse inventory program.
 - A. Stock in
 - B. Stock out
 - C. Monthly report on dollar value of current in warehouse stock
 - D. Monitor trends in inventory
3. Be familiar with wastewater treatment and facility maintenance. Obtain and maintain a Pennsylvania wastewater license (Class A and E) for operation of a sewage treatment plant.
4. Set up and supervise the ordering of needed parts, supplies and equipment as order request are given to you and after approval of department head, or in anticipation of upcoming projects.
5. Setup and supervise the tool room program.
 - A. Checking out of all tools as needed.
 - B. Checking in of tool at the end of project.
 - C. Be sure all tools are in good working order.

6. Setup and supervise warehouse security programs as needed.
7. Know the operational procedures of the Maintenance, Road and Operations departments and First, Second and Third shift. Be able to take over in the absence of any supervisor when assigned by Plant Superintendent.
8. Review tasks you assigned to employee(s) under your direction throughout your shift.
9. Recommended to obtain a CDL driver's license for operation of UMHJSA high-velocity truck.
10. Follow UMHJSA chain-of-command.
11. Report any violation of UMHJSA rules and regulations thru chain-of-command.
12. Attend all meetings scheduled by the Plant Superintendent.
13. Compile all reports requested by the Plant Superintendent or General Manager.
14. Schedule work and keep personnel files of all employees under your direction including vacation, personal, sick, etc., including the Maintenance Department when you are substituting for the Maintenance Supervisor.
15. Monitor all breaks start and stop times of employees under your direction.
16. Prepare & attend yearly audit by UMHJSA auditors, if required.
17. Work weekend and holiday duty as scheduled by Plant Superintendent.
18. Perform all other duties requested by the Plant Superintendent.
19. Inspect cleaning stations and turn in inspection form.
20. Keep daily written log on your shift or department
21. Work hours are generally 6:30 am to 3:00 pm Monday thru Friday.