



COLLECTION SYSTEM ASSISTANT SUPERINTENDENT (FT)

Upper Merion Township, located in King of Prussia, PA is looking for a full-time highly motivated **Collection System Assistant Superintendent** who will report directly to the **Collection System Superintendent**. The **Collection System Assistant Superintendent** performs supervisory work of considerable difficulty in the operation and maintenance of the Township's Wastewater Collection System. The employee in this position supervises and/or assists in all tasks of the Collection System Division, some of which involves heavy physical exertion, and disagreeable conditions. The **Collection System Assistant Superintendent** will interact with the general public and other Township staff and must have the ability to work well under stressful situations as well as undesirable conditions.

The duties of the **Collection System Assistant Superintendent** include (but not limited to):

- Supervises wastewater collection system maintenance crew in the operation and maintenance of 11 pumping stations, sanitary and sewer lines, meters, and related equipment; schedules and coordinates work activity for crew.
- Visually inspects pumping stations, meters, sewer lines, and equipment; ensures compliance with safety codes and regulations and traffic regulations at work sites.
- Trains employees to operate equipment and conduct various types of repairs.
- Operates hand and air tools to perform maintenance and repair tasks, and flushing of sewer lines.
- Develops, maintains, and updates inventory of equipment, materials, maps, blueprints, and easement/property/information.
- Maintains records of work activities, complaints, incidents, supplies, equipment, materials, and purchases; orders supplies, equipment, and materials.
- Compiles technical information for bid packages and coordinates bid receipt.
- Assists with the preparation of the department operating and capital budgets.
- Provides information regarding sewer usage, billing, sewer lines, and pumping stations to customers, contractors, engineers, and other departments.
- Coordinates and inspects services of contractors performing sewer installations, televising and grouting, root control, electrical maintenance, etc.; coordinates emergency repairs with contractors, other departments, and outside agencies.
- Completes and submits permit applications to regulatory agencies.
- Inputs, accesses, and retrieves data from computer.
- Assist Superintendent in performing Employee Evaluations.
- Drives vehicle to various sites within and outside the Township.
- Attends various meetings.
- Assist other Township Departments with routine work or inspections.

Minimum Qualifications:

- High School Diploma or equivalency.
- Certification from the PA DEP as a Treatment Plant or Collection System Operator.
- Possess and maintain a valid Commercial Driver's License (Class B).
- Considerable experience in the operation and maintenance of a wastewater collection system.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until position is filled.**

Equal Opportunity Employer