



West Grove Borough
PO Box 61
117 Rosehill Avenue
West Grove, PA

West Grove Borough is seeking a licensed and experienced Water and Wastewater Treatment Operator to operate and maintain the Borough's Treatment Plant and Wastewater collection system including 2 pumping stations. The current plant capacity is 250,000 gallons per day and the facility is a Biological Nutrient Removal (BNR) Activated Sludge system controlled by SCADA. The water system consists of 3 wells and an elevated water tank.

This position is responsible for overseeing operation of the water system and wastewater treatment plant and collection system including 2 pumping stations as well as environmental compliance activities, in accordance with company policies and procedures, while meeting all applicable regulatory requirements.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. The essential functions of this job include, but are not limited to:

- Ensuring compliance with the Municipal Wasteload Management process by leading the program.
- Collaborating with management, production employees and others, to ensure compliance with related regulations, policies, procedures and processes.
- Collecting, monitoring and recording all water and waste treatment flow data.
- Performing daily process performance tests and log results.
- Analyzing data and adjusting processes to optimize plant performance and maintain the system within regulatory and corporate parameters.

- Monitoring and maintaining tank system, lift stations and associated processes.
- Reporting excessive flow and loading data in a timely fashion.
- Monitoring and sample potable water usage, flows and treatment levels in a manner that meets regulatory permit requirements and corporate policies.
- Working alongside staff to maintain a comprehensive preventative maintenance program and maintain records of major repairs on equipment.
- Sampling in accordance with the state permits and requirements, including sending samples to certified lab for analysis.
- Performing state monthly discharge monitoring reports and water reports ensuring all appropriate regulatory data is appropriate before submission to state agency.
- Submitting required forms to state agency as appropriate including assisting in the creation of the Annual Chapter 94 reporting.
- Preparing and submitting regulatory reports as needed.
- Performing inspections and sampling tasks associated with the facility Storm-Water Pollution Prevention Plan.
- Responding to Treatment Plant upset and mechanical or operational malfunctions as needed.
- Responding appropriately to process equipment failures and divert flows to avoid permit violations.
- Monitoring waste treatment cost and taking appropriate action to minimize operating costs.
- Monitoring and maintain daily chemical inventories to insure uninterrupted plant operations.
- Assisting with the development and training of relief operator(s) and make corrective action and operational recommendations if system failures occur.
- Regular and punctual attendance and physical presence in the workplace.
- Timely and accurate completion of duties.

Resumes including Cover Letter will be accepted for consideration through August 31st 2018 and should be sent to the following address:

West Grove Borough
 PO Box 61
 West Grove, PA 19390
 Attn: Greg McCummings, Borough Manager