

### **Full-Time Water & Wastewater Operator**

Biglerville Borough and Authority are accepting applications for a full-time, long-term Water & Sewer Operator. We seek a dedicated and reliable individual to join our team and contribute to the well-being of our community. If you possess the necessary skills and certifications, we encourage you to apply!

**DEFINITION: This is skilled work involving the operation and maintenance of water and wastewater treatment plants.**

#### **JOB DESCRIPTION:**

**This position involves maintaining wastewater plant operations to process wastewater safely and efficiently per standard procedures and regulations, ideal for individuals who take pride in technical work, problem-solving, and community impact. Responsibilities include operating and maintaining equipment such as motors, pumps, aerators, filters, digesters, chlorinators, and flow meters to control flow and treatment processes, supporting biological self-purification through aeration and nutrient addition, conducting chemical tests, and documenting operational data for quality assurance and regulatory compliance. Supervisors assign and review work to ensure adherence to procedures. A Water Treatment Plant Operator similarly operates, maintains, and monitors equipment to produce safe drinking water, overseeing water quality, chemical disinfection, routine maintenance, and detailed record-keeping.**

#### **ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:**

Entry-level candidates should have knowledge of wastewater treatment processes, collection systems, chemical testing, safety precautions, and familiarity with the equipment and tools used in plant operations. They should be proficient in Microsoft Office, capable of performing basic mathematical calculations, and able to read and interpret charts, graphs, meters, blueprints, and schematic diagrams. Effective oral and written communication skills are essential for interacting with residents, the public, and Borough personnel, along with the ability to establish and maintain positive working relationships.

#### **Experience/Education:**

Candidates should be high school graduates or possess a state-recognized education equivalency certificate. While preferred, a minimum of two years of experience in water supply or wastewater treatment, along with a PA Class B, subclass 1-4 Operator license, is desirable. Experience in servicing, maintaining, and repairing a variety of machinery and equipment is also preferred.

#### **Certifications/Licenses:**

Applicants should possess a PA DEP Wastewater Operator License with subclass 1 & 4 preferred or be able to obtain it within 2 years of hire, along with a PA DEP Class E or higher Water License and a Class 8 PA Pesticide License. A valid driver's license with a clean driving record is required, and all applicants must be at least 18 years old. Additionally, candidates must pass a background check, including criminal, employment, and driving records, as well as a medical examination and drug test..

**Work Environment/Physical Requirements:**

The position requires working indoors and outdoors in all weather conditions and performing essential functions that meet the physical demands of the role. Duties may involve working at heights and in confined spaces, walking up and down stairs, and frequently walking, standing, sitting, bending, crouching, and climbing during daily operations. Candidates must be capable of lifting and carrying 50 pounds or more regularly. Work is carried out with considerable independence under the supervision of the Operations Manager.

**Key Responsibilities:**

Key responsibilities include operating and maintaining motors, pumps, aerators, filters, and other treatment equipment, performing routine maintenance and repairs, and monitoring control panels, gauges, and meters to ensure efficient plant operation. Operators oversee water quality parameters such as pH, turbidity, and chlorine levels, adjusting chemical dosages like chlorine and ammonia accordingly, requiring mathematical skills for calculations. They perform routine equipment maintenance, keep detailed records of chemical use, equipment repairs, and water quality data, and handle meter reading, installation, and replacement. Additionally, operators collect and test water and wastewater samples, maintain logs, adhere to safety protocols, troubleshoot issues, and communicate with Borough personnel, the public, and regulatory agencies. They also participate in annual training to maintain certifications and stay updated on procedures and regulations.

**Other Responsibilities:**

In addition to water and wastewater operations, employees also perform repairs on borough streets, alleys, roads, drainage ditches, culverts, and infrastructure such as signs, crosswalks, fire hydrants, and no parking zones. Responsibilities include mowing and maintaining borough properties, and clearing and salting streets after snow accumulation of two inches or more. The position may also involve assisting in preparing the annual budget, obtaining quotes for borough projects, and completing miscellaneous tasks as assigned.

**Schedule/Pay:**

The schedule is Monday through Friday, 7:00 AM to 3:30 PM, with some after-hours call outs and rotating weekends. The pay for this full-time position ranges from \$23.00 to \$27.00 per hour.

**Benefits:**

Benefits include employer-paid medical, dental, and vision insurance; employer-paid life insurance; participation in the PMRS Pension Plan; a Health Savings Account; paid time off for vacation, personal, and sick days; and 11 paid holidays.

The job description and application form can be downloaded from [www.biglerville.us](http://www.biglerville.us) or obtained in person at the Borough office, located at 33 Musselman Avenue, Biglerville, PA 17307, between 7:30 am and 4:00 pm, Monday through Thursday, and 7:00 am to 12:00 pm on Fridays. Completed applications must be received by 4:00 pm on July 30, 2025, and can be dropped off during office hours or emailed to [office@biglerville.us](mailto:office@biglerville.us).

Biglerville Borough is an equal-opportunity employer.

