

UTILITY WORKER/FILTER PLANT OPERATOR – FILL-IN

GENERAL DEFINITION

This is routine manual work, frequently of a repetitive nature. The position requires a degree of initiative and discretion so far as the quality of the work is concerned, and it may place the employee in this class in the position of lead worker on a small crew.

An employee in this class is responsible for performing duties primarily requiring physical exertion. Work involves the use of manual tools on routine tasks and the occasional use of power operated tools for a limited time. Duties cover a wide variety of light and heavy physical labor; work alone or in groups depending on the location and nature of the assignment. The employee usually receives assignments orally, and work is generally performed under minimal supervision; in some instances, the employee may be required to take the initiative, acting as lead worker of a small crew. The employee is subject to call in case of emergency. Employees in this classification are also required to act as fill in operators at the Filtration Plant as assigned.

Water treatment personnel operate, maintain, and repair the water treatment plant. Operators have the responsibility of producing bacteria-free, pleasant tasting water for public consumption. Failure of the operator to do their job could result in an outbreak of water-borne disease, causing illness or, in the worst-case scenario, death.

TYPICAL EXAMPLES OF WORK

Utility Worker

Performs work involved in installing and repairing water mains and service lines in accord with established standard operating procedures; installs and repairs valves; locates site of excavations; breaks surface with jackhammer; digs with backhoe when available and completes removal of dirt with pick, shovel, and by hand. Cleans pipe and makes necessary tap with tapping machine; tests installed line for leaks; installs protective covering if necessary.

Disinfects water mains.

Installs, repairs, and inspects hydrants, including appropriate notification of work to fire department and filing of necessary records, clean-up and restoration of site. Occasionally installs and/or removes meters.

Operates various power tools as needed on job, like compressors, tamper, etc.

Reconstructs and repairs damaged walls, fences, etc., which may require rough concrete and brick work.

Locates, raises and/or lowers curb and valve boxes as necessary.

Does finish concrete work as needed.

Maintains records of all work assigned, including receipts for material picked up or delivered.

Assists as needed with inspection, examinations and repairs of customer reported leaks and Authority's responsibility for same.

Filter Plant

I. Operations

1. Start up and shut down operations.
 1. Perform tests on raw, mixing chamber, and finished water pH every hour.
 2. Run tests on mix and finished water chlorine every hour.
 3. Perform tests consisting of: turbidity, alkalinity, iron, color, fluoride, hardness, and manganese.
 4. Adjust chemical feeds as needed.
 5. Record daily information on log sheet.
 6. Receive, load, and unload chemical shipments.
 7. Backwash filters daily or as needed.
 8. Weigh and mix chemicals in chemical tanks daily.
 9. Drain and check filter media, clean rakes and ejectors, and check for damage yearly or as needed.
10. Change charts on all recorders; daily and weekly.
11. Select and run proper pumps at booster stations so as to maintain levels in all tanks.
12. Clean lab work area and help lab conform to proper standards.
13. Fill lime and carbon machine weekly or more frequently as needed (requires ability to lift, move and place 50 pound bags).
14. Change 150 pound chlorine cylinders as needed (requires ability to manually manipulate cylinders by rolling and lifting for placement on scale).
15. Open and close hydrant for bulk haul tanker trucks to fill.

II. Maintenance

A. Maintenance of Grounds

1. Maintain good appearance of plant by removing any objects thrown over fence.
2. Maintain clean sidewalks and driveway by sweeping and hosing in the summer months, and removing snow and ice in the winter months.

B. Maintenance of Structure and Clarifiers

1. Painting.
2. Sweep, wet mop and wax floors.
3. Dust and clean equipment.
4. Clean windows and door glass.
5. Maintain clean shop area (Maintenance Room).
6. Clean and maintain lavatory area.

C. Maintenance of Intake and Booster Stations

1. Check raw water intake building daily or as needed. Items checked include:
 - Oil level on all pumps
 - Packing on all pumps
 - River intake at river bankKeep interior of building as clean as possible under circumstances.
2. Operators change oil in all pump motors at plant and raw water intake and maintain records of the changes.
3. Assist outside contractors in the repair of pumps, motors, and other miscellaneous equipment.
4. Keep all pumping equipment clean.
5. Backflush river pumps as needed.

D. Maintenance of Treatment Equipment

1. Flush bottom of clarifiers daily.
2. Drain and clean sludge and debris from bottom of clarifiers twice yearly.
3. Clean and lube flocculators and sludge rakes and periodically take apart and inspect for wear or damage.
4. Inspect and repair pump seals, gaskets, and other internal parts of chemical pumps for wear or damage.
5. Install piping and PVC piping, fittings, and valves throughout plant.

V. MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Education equivalent to completion of the twelfth school grade.

VI. LICENSES, REGISTRATION AND/OR CERTIFICATES

Current Commonwealth of Pennsylvania vehicle operator's license.

Ability to obtain a valid water treatment operator's license issued by the Commonwealth of Pennsylvania (minimum of Classification B, Subclassifications 1, 8, 10, 11, & 12).

HARRISON TOWNSHIP WATER AUTHORITY BENEFITS

<u>Job</u>	<u>Hourly Rate</u>
Utility Person	\$27.70 (2025 Full Rate)/\$20.77 (Start)
Licensed F.P. Operator	\$32.85
Unlicensed F.P Operator	\$28.73 (2025 Full Rate)/\$21.55(Start)

New Hires start at 75% full rate for first year.

Second year is 80%. (Increases on the Anniversary of hire date)

Third year is 90% (Increases on the Anniversary of hire date)

Fourth year is full rate. (Increases on the Anniversary of hire date)

If an employee obtains a class E subclasses 11, 12 license before 4 years they will automatically move to full rate as a Utility Person. Anyone in possession of a class B, E subclasses 1, 8, 10, 11, 12 will be paid Licensed Operator rate when operating the filter plant, regardless of time employed.

(AFTER 4 MONTHS)

Health Insurance (Highmark Traditional Plan or Highmark Performance Blue Plan, \$20\$35 RxA)

(AFTER 6 MONTHS)

Dental/Vision Insurance (MBS)

Employee contribution (Health, Dental, and Vision - Monthly thru 12/2025):

	<u>Highmark Traditional</u>	<u>Performance Blue</u>
Single	\$ 130.44	\$ 124.05
Employee & Child	\$ 213.14	\$ 202.92
Employee & Children	\$ 289.68	\$ 275.63
Employee & Spouse	\$ 340.87	\$ 324.26
Employee & Family	\$ 417.41	\$ 396.98

Vacation: 5 Days

Personal: 1 Day

Sick: 3 Days

Life/Disability Insurance (currently MetLife - Paid by HTWA)

\$22,000 Employee

\$ 5,000 Spouse

\$ 5,000 Children

Retirement – Pennsylvania Municipal Retirement System (PMRS) (Contribution 3.5% optional up to 9.5%)

\$375.00 annual clothing and boot allowance

Vacation: 1 - 5 yrs. 2 weeks

5 - 14 yrs 3 weeks

15 - 21 yrs. 4 weeks

22 + yrs. 5 weeks

Personal Leave: 3 days per year

Sick Leave: 5 days per year