

## **WVSA POSITION DESCRIPTION**

### **ENGINEERING TECHNICIAN**

The ENGINEERING TECHNICIAN is responsible for the lawful, productive and efficient operation of all of the Wyoming Valley Sanitary Authority's sewer and water operations. This position includes any and all assistance toward maintenance and the long and short term planning with all engineering operations of WVSA. This position understands, follows and maintains all ANSI and ASME engineering standards and safety regulations with WVSA's engineering management. This position will assist management and communicate with all operations with the In-Plant and Out-Plant activities and functions. This position will assist and support any and all inter-governmental relations and will support consumer confidence. This position will assist with capital projects with the Director of Operations and the Executive Director. This position will attend or assist with any community involvement associated to WVSA's mission statement and will manage, assist or support any and all effective crisis management incidents.

#### **WVSA Conformance Statements**

In the performance of their respective tasks and duties for all Executive employees, the Engineering Technician is expected to conform to the following:

Perform quality and professional work within deadlines with or without direct supervision from the Director of Operations and Executive Director.

Skillfully interact professionally with employees, customers, municipalities, media, governmental agencies and WVSA suppliers who receive services from WVSA.

Work effectively as a team contributor on all WVSA assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with employees.

Establish, Oversee and Maintain, and Assist with WVSA's engineering undertakings, including, but not limited to any and all indigenous engineering platforms established by WVSA and for platforms established or maintained by third parties with all design specifications and the development of such technical standards.

Assist with the Director of Operations in the preparation of the Annual Waste Load Management Report to DEP, PA Department of Transportation, or other compliance authorities or regulators.

## **Position purpose**

This position will adhere and advance the full breath of the Wyoming Valley Sanitary Authority in providing the highest quality wastewater treatment in a cost-effective, environmentally safe manner. This position adheres, understands and be will mindful always that wastewater is water and sewage that enters WWSA's wastewater treatment plant from homes, industries, schools and businesses, as well as some storm runoff and ground water and the treatment of such wastewater will made clean to the best of WWSA's ability and under compliance with federal, state and local codes and regulations.

## **Responsibilities/Duties/Functions/Tasks**

### Essential Functions

Manage engineering projects from concepts to completion.

Design all drafting procedures pertinent to WWSA engineering projects.

Order materials associated to WWSA engineering projects.

Inspect projects with research and on-site observations; work with WWSA personnel and direct party contractors per ANSI and ASME engineering standards and WWSA standards.

Coordinate activities with all WWSA affected Departments with troubleshoot problems with any/all equipment or processes.

Map, update, coordinate and maintain Pennsylvania "One Call" System with the WWSA map and line locations; maintain the point person with all communications with this System, includes emails and other communications.

Coordinate between WWSA and PA Department of Transportation permits, the PA County of Luzerne Flood Authority, U.S. Army Corps of Engineers with drawings, maps and line locations pertinent to WWSA engineering operations.

Test equipment and flow meters pertinent to WWSA engineering operations.

Assist the Director of Operations and Executive Director with the development of Capital Plan pertinent to WWSA engineering operations.

Assist and work closely with all major emergency sewer line, pumping station or plant emergencies with the Director of Operations, Industrial Pretreatment Manager/Superintendent and the Out Plant Superintendent.

Assist with the Director of Operations and Executive Director, as needed.

## **Qualifications**

### **EXPERIENCE AND EDUCATION:**

This position's preferred education or experience is a Bachelor of Science Degree in Engineering, Associate in Engineering or in related field or knowledge (through formal education and/or six (6) years experience as an engineer or an engineering technician role) and the ability to supervise personnel. The individual possesses the ability to effectively communicate verbal and written reports concerning matters at WVSA. Ability and understanding of detailed drawing and ability to put engineering thought to paper. Knowledge of computers as pertains to CAD, EXCEL, and WORD. The individual possesses the ability to solve problems independently. Though most work will be indoors, the ability to work in inclement weather, if necessary, is helpful.

### **Agreement and Acknowledgement to this Position**

Employee acknowledgement/date: \_\_\_\_\_  
Signature/Date

Approved \_\_\_\_\_ Dept. Head \_\_\_\_\_ Pres.Dir. \_\_\_\_\_ Date \_\_\_\_\_