

## **WVSA POSITION DESCRIPTION**

### **GEOGRAPHIC INFORMATION SYSTEM/COLLECTIONS MAINTENANCE MANAGEMENT SYSTEM**

This position will assist several departments as needed at the WVSA. The position will as necessary assist Collections, maintenance, road crew as well as other Departments as designated by the Executive Director. The responsibilities of this position will adhere to the day to day protocols of the department in which working at the time. Furthermore this position will adhere to WVSA'S personnel policies and practices and safety regulations. The position will adhere and assist with any/all safety and crisis management incidents associated to the responsibilities under these departments.

#### **WVSA Conformance Statements**

Perform quality and professional work within reasonable deadlines with direct and indirect supervision from the Executive Director or his designee.

Interact professionally with superiors and other colleagues of WVSA and, if applicable, with suppliers, contractors and third parties hired by WVSA and its management.

Work effectively as a member of a team on all WVSA assignments in the realm of Collections Department, using the tools and equipment afforded by WVSA and the Collection Systems Department.

GPS entire sewer system in thirteen member towns

Collect data on conditions, maintenance of manholes in thirteen member towns

Set up data collection on problem lines and other areas of concern

Set maintenance schedule for these problems

Inventory all WVSA collection system data and store in centralized location

Maintain all records of Collections system works

Implement electronic reports for road personnel

Provide access to maps and flow direction in real time to Collections operation.

Fulfills duties and responsibilities as a Collections foreman as necessary.

Maintain truck vehicles and vacuum trucks; clean vehicles, check and report regularly for oil, coolants, brakes and gasoline, etc.

Clean and store all tools and equipment immediately after work order has been completed.

Perform assigned work orders in a reasonable time established by the Executive Director or designee.

Assist with other Departments, Vendors and Contractors with any correlated WWSA projects associated with the assigned department.

Establish and manage purchase orders/work orders/requisitions correctly and completely from start to completion using the WWSA electronically computerized system; or, follow-up with telephone calls with vendors with the same.

Account all documentation pertinent to orders, purchases and storage of equipment and items of WWSA operations, including date and time of order, quantities, and pricing; retrieve this information a moment's notice or for future reference.

Assist with the supervisors, foreman and workers and Executive Director, as needed.

Work effectively as a team contributor on all WWSA assignments.

### **Position Purpose**

This position will support, 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 through the maintenance function of WWSA's operations. This position adheres to WWSA's management and safety with their protocols and will protect all responsibilities, projects, repairs, and installing with the utmost care and considerations toward the science of WWSA, buyers of our services, management, staff and the Board of Directors.

Cooperate with other departments and/or third parties working with WWSA to assure efficient and cost-saving operation within the WWSA Operation's realm.

Assist in any/all accounting with maintenance and service records for all equipment.

Assist in Special Projects within the WWSA Scope with any and all contractors, when needed or necessary.

Observe and record all equipment problems to the respective foreman/supervisor of said department.

Clean and store equipment, tools and supplies after the task has been completed.

Coordinate Special Projects with other Departments within the WVSA scope and with any and all contractors, when needed or necessary.

**Non-Essential Functions**

None

Agreement and Acknowledgement to this position

Employee acknowledgement date: \_\_\_\_\_

Approved \_\_\_\_\_ Dept. head \_\_\_\_\_ Executive Director \_\_\_\_\_ Date \_\_\_\_\_

