



## Sewer Maintenance Supervisor



# Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

[www.gansgans.com](http://www.gansgans.com)



## City of York

The City of York, Pennsylvania - named for York, England - was part of the building of our nation, a little-known part of history that many tend to forget, or just don't know. As Yorkers know, their City was the birthplace of the Articles of Confederation and it was here that the words "The United States of America" were first spoken.

York City is undergoing a fledgling renaissance and the time is ripe for investment in their historic county seat, home of the cultural and recreational resources of a large city and the sense of community, charm, and affordability of a small town. With a gradually growing population of over 40,000 people within 5.2 square miles, York is proud to be the county seat of one of the fastest growing counties in Pennsylvania. Recently eclipsing 400,000 people, York County is poised to grow to 500,000 people in the decade ahead.

## Mayor's Initiatives

### 9 in 9

The initial initiatives implemented for the first 9 months of the Bracey Administration that continue to be delivered

- 1. Job One Initiative**  
Make customer service an essential, shared organizational value of all city departments with accountability measures, facility upgrades and incentives.
- 2. Community Policing Network**  
Implement sustainable Community Policing, with measurable goals and outcomes, city-wide.
- 3. Action Plan for Neighborhoods**  
Instill neighborhood pride, market key opportunities, lend accountability to public-private efforts and stimulate reinvestment.
- 4. Economic Development Strategy**  
Upgrade their Economic Development Strategy with emphasis on developing impactful projects to increase family-sustaining jobs and expand their tax base.
- 5. Public Relations and Marketing**  
Develop a cost-effective, aggressive public relations and marketing campaign to attract visitors, market their historic real estate and incentives, and broadcast that York is ripe for business and ready to unleash creativity.
- 6. Incentive Programs**  
Grow their novel performance-based incentive programs, such as LERTA, RETAP, Artist Homestead and the Fresh Foods Revolving Loan Fund. Launch a Small Business Revolving Loan Fund.
- 7. Faith Net**  
Bring together leaders from their faith-based community to explore opportunities, streamline services, and better serve their community and reduce poverty.
- 8. Zero Tolerance For Blight**  
Target blighted, vacant buildings to make neighborhoods safe, improve quality of life and enhance property value. Create a Blight Status Hot List.
- 9. Pass New City-wide Zoning Ordinance**  
Draft and pass a new, neighborhood empowering Zoning Ordinance, encouraging functional attractive urban neighborhoods.

## York Wastewater Facilities

The City of York regional wastewater facilities serve the city and six neighboring municipalities. North York Borough, West York Borough, York City, and portions of Manchester, Spring Garden, West Manchester and York Townships. Their services include city sewer collection, regional wastewater conveyance, wastewater treatment and industrial pretreatment compliance. The dedicated staff safeguards the environment and public health by maintaining a high level of treatment at a low cost to their customers. This stewardship is accomplished through sound fiscal management, the use of sustainable technology, and staff education and training.

## Position Overview

The purpose of this position is to manage the operations and maintenance of the City sanitary sewer collection system. This is accomplished by scheduling and overseeing the cleaning repair and inspection of the collections system; investigating problems and implementing appropriate solutions; providing review and oversight of sewer construction design and the construction itself; requesting purchase of required materials; interfacing with the public to meet the goals of effective customer service; compiling data and preparing reports related to job duties; reviewing land development and ensuring compliance to sewer requirements; maintaining thorough knowledge of the sanitary and storm water collection system; updating digital mapping for both systems; maintaining leave records for SM employees; maintaining pump flood stations. Other duties

include providing field inspections and mapping of storm sewer system for municipal separate storm sewer system permit requirements; providing technical assistance and expertise to other departments.

## Responsibilities

- Directs and schedules daily activities for the sewer maintenance field crews by prioritizing work to be performed and preparing maps of work locations; reviewing completed work and reports; demonstrating field techniques as needed for completion of work; overseeing projects that are related to sewer repairs; inspecting pump stations periodically for proper operation.
- Investigates complaints and determines action plans by opening manholes and inspecting sewers and structures; compiling available information, evaluating and developing action plans; communicating effectively with the public and other employees to solve problems.
- Updates mapping components on GI system by collecting field data and incorporate into mapping; verifying through field work the mapping features; opening manholes and inspecting for additional data collection.
- Performs fiscal evaluations by periodically reviewing expenditures using the City's Budget Based Accounting Software program; preparing annual budget and review with general manager.
- Inspects and reviews other sewer related projects or plans by reviewing engineering plans and documents; inspecting construction sites; determining compliance with construction and environmental standards; attending design, planning, preconstruction and construction meetings; providing input and direction related to sewer requirements.
- Maintains flood pump stations by making periodic inspections of the flood pump stations; scheduling preventative maintenance.
- Assist with MS4 inspections and participate in MS4 Task for Committee meetings.

## Requirements

### Education

- Associates degree in environmental science, chemistry or biology. Bachelor's degree in environmental science, chemistry or biology preferred.

### Experience

- Over three (3) years up to and including five (5) years.
  - Three years' experience in the area of wastewater collection line maintenance and repair.
  - One year supervisory experience.

### Supervision

- Position exercises full supervisory authority and responsibility over regular non-exempt or exempt employees. First line supervisors typically perform these functions.

### Human Collaboration Skills

- Work requires contacts with coworkers from other organizational units. Resourcefulness is required to reach or adjust working agreements within departmental procedures and operating needs. Tact and judgment are requirements in obtaining or giving information of a confidential nature.

### Freedom to Act

- Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

### Technical Skills

- Skilled: This job title requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

### Fiscal Responsibility

- The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

### Reading

- Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

### Math

- Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.

## Writing

- Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

## Certification & Other Requirements

- State issued Collection System Operators Certification.
- Valid Class C driver's license issued by the Commonwealth of Pennsylvania.
- Employee in this position must comply with Article 165 "Employment Provisions", of the Codified Ordinances of The City of York, Pennsylvania, Section 165.07 "Residency Requirements" effective February 1, 1994.
- Must pass a background check, Drug Test and the PA Child Abuse History Clearance check.

Note: Child Abuse History Clearance must be dated within one year from the date of application and must show that "no record exists".

## How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Eric Billington**

**Gans, Gans & Associates**

**7445 Quail Meadow Road, Plant City, FL 33565**

**Phone: (813) 986-4441 ext. 7018**

**E-mail: [eric@gansgans.com](mailto:eric@gansgans.com)**

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



## The City of York

The City of York, located in the Susquehanna Valley at the heart of central Pennsylvania, sits at the crossroads of our nation's history. The community has a rich heritage that includes many landmarks in our country's growth. York has produced national leaders and innovators in industry, government and the arts. Located at the intersection of U. S. routes 30 and 83, the community has ready access to the large metropolitan areas of Washington D. C., Baltimore, Philadelphia and Pittsburgh.

At the direction of William Penn, Thomas Cookson laid out the town of York in 1741. York became the first settlement west of the Susquehanna River. The town's early inhabitants were German immigrants. Quickly following were English, Scottish and Irish settlers. In forging our nation's history, York became home to our founding fathers from September 1777 to May 1778 when the Second Continental Congress came to York and while in session adopted the Articles of Confederation that created the United States of America from the thirteen colonies. Hence, York became the First Capital of the United States.

Eighty-five years later, during the Civil War, York's accessibility to road and rail networks placed it in the path of Robert E. Lee's northern advance during the Gettysburg Campaign. This same transportation network allowed the Union forces to establish the largest military hospital in the north in York City.

Rich farmlands, access to transportation networks and a large skilled work force have allowed York to blossom into a diverse industrial community. From the 1800's to the present, York has maintained a strong manufacturing and industrial heritage. By the mid 1950's several of the largest manufacturing plants in the world were located in York City and the surrounding area. This passion for industrial innovation produced such products as automobiles, steam engines for boats and locomotives, turbines, farm implements, pottery and refrigeration machinery.

This economic growth also provided growth and expansion to the city both in physical size and population base. In the 21st Century, York City encompasses 5.4 square miles. The U. S. Census of 2010 lists a diverse population of 43,718.

The town situated along the Codorus in 1741 became a borough in 1787; however, it was not until 1887, after much political debate, that York City was born. On September 24, 1887, York became a City with Daniel K. Noell serving as the first mayor. It wasn't until 1962 that the City adopted the Mayor – Council form of local government, which is regulated under the Third Class City Charter Law.

Elected for four-year terms are the Mayor, Council members, Treasurer and Controller. Serving, as the chief executive of the City is the Mayor, while a five-member City Council serves as the legislative body.



Presently, a six-member cabinet is appointed by the Mayor and includes the Business Administrator, the Director of Community Development, the Director of Economic Development, the Director of Public Works, the Police Commissioner and Chief of Fire and Rescue Services.

The City workforce consists of five unions, the Fraternal Order of Police (FOP); the International Association of Fire Fighters (IAFF); the York Public Employees Association (YPEA); the Teamsters, and the International Brotherhood of Electrical Workers (IBEW). The professional, supervisory and managerial employees are not represented by a labor union.

The City of York is an exciting place with its rich history and it's promising future. The City is the hub of York County and serves as the County seat. The neighborhoods provide a stable environment in which families participate in community activities. The people are diverse and filled with creative expression.

York Arts, the York Symphony Orchestra and the Strand Capitol Performing Arts Center are examples of the City's involvement in the arts. The past is always present with such things as the Central Market House, Golden Plough Tavern and Antique Row. The Commerce Center, the high school and the County Judicial Center add to the strength of the City. Baseball returned to York in 2007 with the opening of the Sovereign Bank Stadium and continues to be a very popular venue for family entertainment.



The fun times are endless in York City's 25 parks with everything from playgrounds, lakes to game fields. Take your bikes out for a spin on the Heritage Rail Trail, 21 miles that wind from the Colonial Courthouse to the Mason-Dixon Line.

The City of York School District has an enrollment of approximately 5,200 students with 6 elementary schools, 2 middle schools, 1 high school and 1 alternative education school. The City also has numerous private and charter schools.

A number of large investments are taking place in the City of York, including the NorthWest Triangle, Futer Brothers Building, Artist Homestead, renovation of the Market Street Parking Garage, the natatorium at Farquhar Park and a multitude of new programs currently being developed.