

**WEST LEBANON TOWNSHIP**

**2024**

**Hours 6:00 A.M. – 2:30 P.M.**

**TOWNSHIP POSITION:** **Township Maintenance Person, Sewer/Water operator**  
**This is a salary position.** Based on the yearly budgeted monetary salary.  
**Steel tip safety shoes must be worn for the position at all times.**  
**Safety vests and/or other equipment must be worn and will be supplied by the Township.**

**QUALIFICATIONS:** Licensed driver in Pennsylvania  
Able to report to work within thirty (30) minutes of notification.  
Able to perform some electrical repair work.  
Able to perform some plumbing repair work.  
Able to perform small, motorized equipment repair work.

**Must obtain Class 'B' subclass 7,8,10,12 Drinking Water Operator's License within two (2) years of the position. (Pre-requisite courses must be started 1 year after starting the job & completed by the 2<sup>nd</sup> year. The Township will pay this when completed.**

**Must obtain a Sewer License subclass WW E-4 also within 2 years.**

**High School Diploma or GED Required.**

**Must be able to pass criminal background checks and drug screening.**

**DUTIES:** **TOWNSHIP BUILDINGS:**  
**Daily performance sheet**  
Daily routine checks of all buildings.  
Clean and maintain all facilities (Pump houses #1 & #2, and Reservoir, Municipal Building, Township Equipment Building)  
Weekly fire extinguisher inspections  
Perform all checks and reports as directed by the Manager.

**DUTIES:** **HIGHWAY DEPARTMENT:**  
**Daily performance sheet**  
Check and maintain all motorized equipment.  
Cut grass as needed.  
Repair streets and alleys as required.  
Follow schedules and plans as approved by the Manager/ Board of Commissioners  
Clean storm sewers  
Responsible for snow and ice removal control  
Maintain and install road signs and markers.  
Sweep streets as scheduled.  
Paint crosswalks in August, (before school starts)  
All equipment must be kept clean at all times.

**DUTIES:** **SEWERAGE DEPARTMENT:**  
**Daily performance Sheet**  
Weekly record meter reading from flow meter at 25<sup>th</sup> Street  
Submit flow reports to Lebanon Wastewater Plant on the 1<sup>st</sup> Tuesday of each month.  
Weekly check operation of emergency power generator  
Check metering and pumping station daily.  
Flush sewer lines every other year (done on the even year)  
Submit monthly report to North Lebanon Township of flow totals for metering station.

**DUTIES:** **PURCHASES:**  
With Manager or Board of Commissioner's approval, schedules sub-contractors  
Purchasing repairs parts over \$1,000.00 needs Manager/ Board of Commissioner's approval unless it was a budget item.

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**WATER DEPARTMENT OPERATOR**

**QUALIFICATIONS:**

Certified water operator Class "B" ( or willing to obtain)  
Licensed driver in Pennsylvania  
Able to report to work within thirty (30) minutes.

**SUPERVISOR:**

Township Manager  
Water Department Committee Head  
Water Department Committee

**DUTIES:**

**Daily performance sheet**  
Daily check pumps, wells, reservoir, chlorine level, PH  
Daily record readings as required by DEP and Water Committee  
Submit quarterly operational reports to DEP.  
Quarterly read water meters  
Repair water meters.  
Schedule water meter tests  
Detect and repair leaks in water system.  
Flush hydrants once a year minimum  
Schedule part time operators  
Perform all checks and reports as directed by the Board of Commissioners

**PURCHASES:**

With Manager or Board of Commissioner's approval, schedules sub-contractors  
Purchasing repairs parts over \$1,000.00 needs Manager/ Board of Commissioner's approval  
unless it was a budget item.