



# Kelly Township Municipal Authority

**Job Title:** Sewer Authority Director

**Location:** 405 Winter Farm Lane, Lewisburg, PA 17837

**Job Type:** Full-time

**Hours:** 7am-3:30pm, Monday – Friday. Designated weekends and holidays.

**Salary:** Competitive

## About Us:

Kelly Township Municipal Authority (KTMA) oversees wastewater treatment facilities and infrastructure, ensuring compliance with regulatory standards and efficient operation.

## Job Description:

KTMA is seeking an experienced Authority Director to manage all KTMA facilities and ensure the achievement of Board objectives. This leadership role involves supervision, financial planning, regulatory compliance, and community engagement.

## Responsibilities:

- Supervise the Office Manager and Plant Manager, providing feedback and evaluating employee performance.
- Ensure regulatory compliance with all KTMA permits.
- Develop and implement annual KTMA and KC budgets.
- Establish long-term goals for equipment, facilities, and infrastructure upgrades.
- Develop financial stability strategies.
- Oversee policy development and updates.
- Conduct management and staff meetings, attending construction and regulatory meetings as needed.
- Oversee operational efficiency improvement initiatives.
- Assist with project design, bid document preparation, and construction inspections.
- Manage the KTMA geographical information system program.
- Approve purchase orders, construction plans, and requested capacity.
- Secure funding through grants and low-interest loans.
- Serve as the primary liaison between the public and KTMA Board of Directors.
- Promote wastewater education and community engagement.
- Prepare reports and attend monthly Board meetings.
- Respond to emergency callouts as necessary.

## Qualifications:

- Minimum of five (5) years of experience in wastewater engineering, business development, finance, or related fields.
- Minimum of five (5) years in a supervisory role.
- Willing to obtain a PA DEP operating certification to the level of KTMA facilities within three (3) years.
- Strong knowledge of local, state, and federal wastewater regulations.
- Ability to work independently and lead a team effectively.
- Proficiency in computer hardware and software.
- Strong communication, reporting, and record-keeping skills.
- Must reside within a 25-mile radius of KTMA.
- Valid Pennsylvania driver's license.

**Preferred Skills:**

- Leadership and problem-solving skills.
- Knowledge of wastewater infrastructure.
- Experience managing grants and funding.
- Ability to read and interpret technical and legal documents.

**Benefits:**

- Health, Dental, Vision, Life Insurance.
- Paid time off.
- Vacation.
- 457(b) Pension Plan

**How to Apply:**

Interested candidates should submit their resume to [office@kellytownshipsewer.com](mailto:office@kellytownshipsewer.com) by March 10, 2025.