

Municipal Authority of the City of Sunbury
Job Description
Flood Department Manager

Job Summary: The Flood Department Manager shall serve as administrator of all department functions. The department manager shall be specifically responsible for the day-to-day operation and maintenance of the City's flood protection project per written agreement between the City of Sunbury and the Municipal Authority, dated December 21, 1992. The Flood Department Manager will be appointed by the Board of Directors of the Municipal Authority City of Sunbury. Salary is dependent upon experience.

Qualifications:

1. High School Diploma – A degree in management or related field is preferred.
2. Minimum of five (5) years experience in a flood related field.
3. Minimum of five (5) years supervisory experience.
4. Computer experience - Must have a working knowledge of Windows and Microsoft Office Programs.
5. Possess a valid PA Drivers License

Reporting Responsibility: General Manager

Job Responsibilities:

1. Administer all functions of the Flood Control System and supervise/evaluate department personnel
2. Proficient in the use of computers and Microsoft office products.
3. Administer the department's inventory and purchasing of all supplies and equipment.
4. Fulfill all bidding requirements for purchases within the Flood department.
5. Prepare Capital budget and monitor department expenses.
6. Prepare and submit grants and funding applications on behalf of the Flood department.
7. Monitor and update a maintenance program for department property and equipment.
8. Maintain knowledge of Federal, State and Local regulations.
9. Ensure compliance with US Army Corps and FEMA regulatory requirements.
10. General understanding of meteorological weather patterns and terminology.
11. Responsible for completion of reports and permits required by any Local, State or Federal regulatory Agencies.
12. Perform federal and state required project inspections (requires the ability to walk several miles/day, climbing grassy 2-1 slopes and rock rip-rap).
13. Conduct in-house system inspections (accessing all areas of the system, long periods of walking, climbing slopes, entering confined spaces, climbing ladders, etc.)
14. Perform contract administration, inspection and management.
15. Frequent contract field site visits (requiring accessing all areas of the system, long periods of walking, climbing slopes, standing, etc.)
16. Ensure that all policies and procedures of the Authority are followed by department staff.
17. Prepare monthly board reports and present this information at monthly board meetings.
18. Long range planning for capital improvements within the Flood Control department.

19. Must be available for call-out in emergencies.
20. Maintain a professional image in the presence of the public.
21. Coordination and placement of Authority personnel, fire department and community volunteers during an event.
22. Communicate effectively with public officials, emergency management agencies and the press during an event.
23. Ability to perform duties under adverse weather conditions.
24. Performance of administrative and physical duties for duration of highwater events, 24-hours/day for several days.
25. Assist with the installation of closure structures, sandbagging, etc. (requires the ability to lift objects weighing at least 65 pounds and the capability to bend and stand for extended periods of time with short breaks).
26. Maintain the Flood Control website (sunburyfloodcontrol.com).
27. Administer the department's public education program.
28. Pursue relevant continuing education on an ongoing basis or as directed.
29. Ensure that employees get ongoing training related to their job duties and responsibilities.
30. Ability to secure Department of Agriculture herbicide applicators license and ability to walk on rough, uneven terrain to accomplish application of herbicides.
31. All other duties and responsibilities as assigned.

Interested candidates can obtain our job application and job description on the Documents tab of our website: www.sunburyma.org.

Or send a resume to Jennifer Kremer at: jkremer@sunburyma.org.