

**TITLE: Lead Collection and Distribution Technician**  
**DEPARTMENT: Wastewater and Water**

**General Summary**

Manage the daily tasks of the Collections & Distribution Team to maintain collection and distribution systems within the service area.

**Essential Duties and Responsibilities**

- Repair and install distribution and collection system lines and appurtenances
- Provide customer service such as, but not limited to;
  - Inspections
  - Servicing
  - Testing
- Coordinate scheduling needs with C&D Team, office staff, and customers
- Manage and respond to PA One Calls
- Manage the C&D maintenance tasks within work order software
- Manage and control departmental inventory
- On-call rotation and emergency response
- Manage specialized equipment scheduling and maintenance
- Prepare departmental annual forecasting budget needs

**Skills/Abilities**

- Effective verbal, oral, and written communication
- Basic knowledge of computer applications to retrieve and input data
- Interpret water/wastewater plans and maps
- Operate hand and power tools
- Follow safety procedures and identify hazards
- Work independently and exercise good time management along with the ability to prioritize projects
- Frequently lift up to 60 lbs., stand and walk for long periods of time, along with bending, reaching, pushing, and pulling
- Ability to inspect equipment, diagnose nature of problem, and take or suggest course of action
- Ability to operate light, medium, and heavy equipment (preferred)
- Analyze problems and develop a plan of action.
- Manage time effectively and work independently, while remaining flexible in accordance with the demands of scheduling and team needs

**Qualifications**

- Highschool diploma or equivalent
- DEP Class E Water and Wastewater Certification
- Valid PA driver's license

### **Working Conditions**

- Duties may be performed in an office, or in an outdoor environment in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

PAY RANGE: \$32-\$35/hour based on experience

REPORTS TO: Operations Manager

EMPLOYEE STATUS: Non-exempt

DATE: May 2024

***Please email letter of interest and resume to [info@mawsa.org](mailto:info@mawsa.org)***