

Borough of Ephrata Job Description

Environmental Services Manager

FLSA Status:	Exempt	Classification:	E6
Department:	Multiple Departments	Work Schedule:	Minimum 40 hours
Supervisor:	Director of Utilities	Direct Reports:	None

Overall Objective:

Primary responsibility is to administer the Borough's biosolids, industrial waste monitoring and pretreatment program, and permit compliance efforts. Secondary responsibility is to coordinate comprehensive environmental programs including enterprise operations as well as stormwater management, forest management, recycling, safety concerns and quality of life programs such as WNV mosquito and spotted lantern fly.

Essential Functions:

- Coordinate with the Wastewater Operations Manager for the implementation of the biosolids recycling and disposal programs to ensure the lowest cost and permit compliance.
- Oversee and execute the Ephrata Borough Authority's Industrial Waste monitoring and pretreatment program to ensure strict compliance with federal, state, and local policies and requirements.
- Complete annual preliminary and final water flow calculations for wastewater reconciliation in accordance with the Intermunicipal Agreement.
- Provide monthly municipal sewer flows in accordance with the Wastewater Treatment Services Agreement and its subsequent amendments.
- Ensure compliance with PADEP and EPA rules and regulations pertaining to wastewater discharge, biosolids processing, and stormwater protection.
- Coordinate with Wastewater and Engineering staff to ensure compliance when approving new connection to the EBA wastewater collection and treatment system (hydraulic, organic and nutrient).
- Evaluate and monitor stormwater collection and treatment management, forest management, solid waste and recycling programs to ensure they are environmentally sound. Monitor to assure that each program is operating efficiently and complies with all local and state regulations.
- Make recommendations regarding the establishment of environmental objectives, selection of materials, equipment, and technologies needed to achieve environmental objectives.
- Develop and maintain working relationships with other contributing municipalities to assure effective communication and cooperation.
- Maintain current forms and provide updated consumer information on Borough website. Encourage resident self-help via use of Borough website and applications.

Education and Experience:

- Associate Degree in Environmental Science, Technology, Agronomy or related field from an accredited College or University is preferred, or equivalent in experience.
- Thorough knowledge of wastewater and water treatment along with storm water collection and treatment systems. Demonstrated experience in manager environmental issues including wastewater biosolid recycle and disposal. Must possess excellent oral and written communication skills.

Licenses, Certificates and Special Requirements:

- Valid PA Driver's license

Physical Requirements and Work Environment:

- Occasionally move about inside the office to access file cabinets, office machinery, etc.
 - Must be able to remain in a stationary position 50% of the time.
 - Constantly operates a computer and other office productivity machinery.
 - Frequently positions self to maintain files in file cabinets.
 - Occasionally ascends/descends stairs or ladders.
 - Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
 - Ability to observe details at close range (within a few feet of the observer).
 - Ability to lift up 50 pounds occasionally.
 - Normally works under typical office conditions.
 - Occasionally works in outside weather conditions and wet and/or humid conditions.
 - Occasionally works with hazardous chemicals.
-