

# BEAVER BOROUGH MUNICIPAL AUTHORITY

## MUNICIPAL AUTHORITY MANAGER JOB DESCRIPTION

The Beaver Borough Municipal Authority (BBMA) is seeking interested candidates to interview for a Manager position for our Drinking Water and Waste Water Treatment facilities/operations. The BBMA is located in the Borough of Beaver, Beaver County, Pennsylvania. We provide potable water services for approximately 2,000 residential and commercial customers and sanitary sewer discharge treatment services for approximately 3,000 residential and commercial customers.

The position requirements include:

- Must hold current Pennsylvania Drinking water and Waste Water operator licenses
- 10 – 15 years' experience as licensed operator
- Oversight and management of operational personnel: junior operators and laborers
- Familiarity with working with unionized employees a plus
- Physically fit to conduct some manual labor/activities, as typical and needed
- Competent in Microsoft Word and Excel
- Strong verbal and written communication skills

Duties include

- Creation of regular work tasks and personnel assignments
- Oversight of personnel performance and adherence to standard MA procedures and Borough policies
- Approval of time charges, expenses, PTO requests and other personnel requests, concerns
- Regular reporting to the BBMA board both in person at official meetings and regularly, as needed both verbally and in writing
- Assist with annual budget preparation and preparing and reviewing expenses for repairs and operations to board members
- Work with BBMA Engineer and Solicitor as needed
- Prepare reports for BBMA Board, PADEP, BBMA Engineer and BBMA Solicitor
- Update and implement safety program
- Review, revise and create SOPs for maintenance program and daily operations
- Recommend personnel training and assist implementation

Additional Information

- Position will report to the Beaver Borough Manager
- Position is a full-time position
- Salary commensurate with experience
- Benefits include medical, dental, vision, PTO

If interested, please send your resume to:

Beaver Borough at [beaverborough@comcast.net](mailto:beaverborough@comcast.net)