

Eatontown Sewerage Authority

Assistant Operations Manager Job Description

The Assistant Operations Manager Reports directly to Operations Manager and the Superintendent. The assistant operations manager, under the direction of the operations manager and superintendent, is responsible for the day-to-day operation of the Authority' collection system, pumping stations.

General Requirements:

- High School Diploma or Equivalent
- Be able to pass a Background, Driver's License, including Federal CDL Clearinghouse, Pre-employment physical and drug test
- Commercial Driver's License – Class B with Air Brakes and Tanker attachments preferred, or the ability to obtain one within one year
- C-1 License Preferred, or the ability to obtain one within 2 years of hire
- Willing to pursue advanced collections system licenses (C2 and above)
- Good verbal, writing and critical thinking skills
- Technology Literate (Word Processing and Spreadsheets)
- Reports directly to the Operations Manager and Superintendent
 - Willing to accept increasing responsibility and authority
 - Able to work with minimal supervision
- Physically able to work in the Authority's Collection System
 - Able to lift 50 pounds
 - Able to enter a manhole
 - Able to climb ladders
 - Able to walk on uneven ground
- Assured work is done in a safe manner as prescribed in the Authority Safety Manual

Examples of specific duties:

Under the direction of the Operations Manager and Superintendent

- **Line Maintenance:**
 - Perform inspection of the sewer system to accomplish the early detection and prevention of blockages, deterioration or faulty operation.
 - be able to utilize maps/GIS for accurate utility mark outs,
 - Cleaning of sewer lines utilizing the Authority's Vac Con jet truck
 - Checking for sources of inflow and infiltration
 - Manhole inspections and maintenance/repair
 - Utilize CCTV inspection equipment and related software
- **Flow Monitoring:**
 - Install and calibrate flow meters
 - Demonstrate the ability to evaluate potential metering site
- **Safety/Confined Space Entry**
 - Be able to perform atmospheric testing and complete Confine Space Entry Permits
 - Be able to use of safety equipment i.e. tripod, winch, safety harness, SCBA, blower and maintain all equipment in safe operating order
- **Other Duties:**
 - Obtain CEU's and continue to enhance working knowledge of the collection system
 - Attend WEF Conferences and NJWEA related educational seminars and others that pertain to collection systems and other business-related subjects
 - Perform needed maintenance on building and grounds
 - Preventative maintenance on vehicles and other various equipment
 - Other tasks as assigned

**** Send your resume to info@eatontownsewer.gov ****

Attention: Rob Villee

****Starting Salary \$62,100 and will go up to \$67,100 upon completion of the probationary period**

As a full-time employee, you will be eligible to participate in the Authority's benefits programs, which currently include:

- Vacation Days
- Sick Time
- Holidays
- Personal Days
- Paid Medical Benefits: - Eligible after 3 months
 - Central Jersey Health Insurance Fund (CJ-HIF)/Prescription – Immediate Eligibility
 - Employee Contribution – 13% off Chapter 78, Tier 4 Requirement
 - Dental and Eye – See Union Contract
- Participation in the New Jersey Public Employees' Retirement System (PERS), when eligible
- Other benefits in accordance with Authority policy and applicable collective bargaining agreements (if applicable) For more details see Union Contract and Personnel Policy
- Educational Opportunities:
 - a. All Classes for License and Renewal paid for.
 - b. Opportunities to attend NJWEA, AEA NJ and WEF Conferences (based on staffing and approval)