



Upper Uwchlan Township Municipal Authority Workshop

November 19, 2025

7:00 p.m.

Location: Township Building, 140 Pottstown Pike, Chester Springs, PA 19425

Agenda

- Call to Order
- Senn Property Update
- Meeting kick-off and some basic rules to make the meeting as successful as possible.
- Board level self-assessment. (For example, what is working, what is not or things we should start, stop, continue)
- Expectations and responsibilities of Board Members (Chair, Vice Chair, Secretary, Member).
- Expectation and responsibility of Authority Administrator.
- Risk Assessment - What do we view as risks that may impact our ability to fulfill the Authority's mission, Board responsibilities, or Authority Administrator's responsibilities.
- Summary of action items and workshop wrap-up.
- Adjournment

**Upper Uwchlan Township
Authority Administrator
Job Description**

Experience: Ten years minimum experience in the management, finance and operation of a municipal sewer system or in a consulting engineer role working specifically for a municipal sewer system in Pennsylvania.

Education: Preferably a Bachelor Degree in Civil or Environmental Engineering, Public Administration or Public Works. In lieu of the degree, quantifiable additional experience in the operation and management of a sewer system will be considered.

Certifications: Preferably a PA Wastewater Operator's License or a valid PA Professional Engineering License.

Must hold a valid PA Driver's License.

General Skills:

1. Public Speaking and written communication skills;
2. General understanding of the operation of a municipal wastewater system;
3. Public and municipal official interaction;
4. General understanding of PA DEP, PA DOT, DRBC, CCHD and EPA permitting and planning processes;
5. General understanding of the MAA, MPC and Second-Class Township Code;
6. General understanding of zoning and building code limitations;
7. General understanding of GASB as it applies to municipal authorities;
8. Negotiation skills with developers, landowners, contractors and vendors on active projects; and
9. General computer skills and experience with Word, Excel, Outlook, Zoom, etc.

Job Description:

1. Communicate and interact with Township Boards, Officials, Staff and contractors;
2. Communicate, interact and coordinate Township and operating staff for the proper operation of the wastewater systems;
3. Coordinate planning and implementation of planning for all aspects of the sanitary sewer system including extension of service to unsewered areas, treatment plant technology and capacity adequacy and disposal area adequacy;
4. Interact with the System Operators and Public Works Department on technical issues within the wastewater treatment, collection and disposal systems;
5. Communicate and direct engineering contractors for operating and capital project completion;
6. Review and facilitate maintenance needs for the system in conjunction with the System Operator and the Public Works Department;
7. Interact with developers, their engineers and contractors to ensure the requirements of the Township are followed;
8. Attend municipal meetings as required to represent the Township and Authority;
9. Prepare monthly Status Reports and review of the monthly reports of consultants and Township Staff;
10. Respond to directives by Township Officials;
11. Communicate, as required, with residents and businesses served by the public sewer system;
12. Assist residents and businesses not served by public sewer with septic issues;
13. Communicate and coordinate with the CCHD SEO regarding septic systems within the Township;
14. Review Accounts Receivable and Accounts Payable on a monthly basis to ensure appropriateness;
15. Communicate and interact with the Township Solicitors to ensure technical information they might require is accurate and appropriate;

16. Prepare in conjunction with the Township Treasurer, annual Operating Budget for the Authority;
17. Prepare in conjunction with the Engineer, Public Works and System Operators the annual Capital Budget for the Authority;
18. Implement and monitor both annual sewer budgets on behalf of the Authority and Township;
19. Review sewer quarterly usage rates at least annually to determine the appropriateness of the charges;
20. Coordinate and review financing/bond issues for completion of approved Capital Projects for the Authority and Township;
21. Participation in local government organizations to benefit the Authority and Township;
22. Negotiate with and review with customers in arrears with their sewer bills the payment of late fees and application of the Authority protocols for Bad Debts;
23. Review monthly DMRs when an issue arises with the quality of the wastewater effluent;
24. Communication and negotiation with PA DEP regarding permit criteria, sewerage planning and fines for Notices of Violation;
25. Execution and scheduling of implementing the active Act 537 Plan for the Township; and
26. Ongoing review of wastewater systems for operation improvement and cost savings.

Job Schedule: The position requires an average of approximately 16 to 20 hours weekly. The Authority Administrator must be available to the System Operators, Emergency Officials and Township Officials 24 hours per day, seven days per week.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit, talk and listen,

and to read, write, and type. The employee is required to walk; climb stairs and ladders; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee occasionally must lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This job may require movement in and out of facilities and vehicles, bending, squatting, kneeling, climbing, reaching and twisting.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed in a standard office environment, sometimes conducted in sewerage facilities and outdoors. Work occasionally involves responding to angry, frustrated, or upset individuals. Job may include unavoidable exposure to a variety of hazardous conditions such as dust and fumes. All personal protective safety gear will be supplied by the Township and must be utilized in conditions that require it.

Selection Procedure: A formal review of applications will be followed by interviews and reference checks. Pre-employment drug and alcohol testing, personal and criminal background checks, and other job-related tests may be required.

How to Apply: Submit your application, including cover letter, resume, and any attachments, as a single document via email to authority@upperuwchlan-pa.gov with the subject line "Authority Administrator."