

Seasonal Employment Opportunities

Lehigh County Authority has several openings for seasonal workers from early May to end of August. For all jobs, candidates must be 18 with a valid driver's license with a clean driving record!

Please forward resumes to: employment@lehighcountyauthority.org or fax to **LCA Human Resources: Fax: (610) 351-8363**

Maintenance Positions - Key activities include but are not limited to:

- Painting
- Sanding and painting fire hydrants
- Mowing grass
- Weed whacking
- Minor building repairs
- Assist maintenance technicians

Job requirements:

- Ability to work independently and / or with a team
- Ability to lift up to 50 pounds and stand on your feet for long periods of time throughout the day
- Must be able to work in all outside weather conditions
- Some prior maintenance experience is preferred
- Ensure safety of self and others during all work activities
- Hours will be either 6:00 a.m. to 2:30 p.m. or 7:00 a.m. to 3:30 p.m.

Compliance Positions – Key activities include but are not limited to:

- Follow directions and navigate to specific sampling sites.
- Drop off sample bottles and pick up filled sample bottles.
- Prepare and develop letters, spreadsheets, forms, or other general correspondence.
- Collect and monitor submission of data, information and reports from customers and review to verify completeness and accuracy.
- Develop and maintain databases.
- Assist in water and wastewater sampling.
- Assist with additional needs of the Compliance Department.

Job requirements:

- High School diploma or GED equivalent required.
- Laboratory environment experience preferred
- Proficiency with Microsoft Office (Word, Excel, and Outlook) is required.
- Exceptional problem solving, organizational and prioritization skills.
- Good verbal and written communication skills.
- Ability to plan and manage multiple tasks/projects with minimal supervision.
- Ability to establish and maintain effective working relationships with others.
- Ability to conduct field work in a safe manner.
- Ability to operate a motor vehicle in a safe manner.

Work Environment: This job will require field work which could include rural, industrial & city areas. Job duties may also be conducted in an office or laboratory setting. Hazardous chemicals including acids are used in both the laboratory & field setting. Safety is paramount.