

# CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and technical position involving overall responsibility for the safe and efficient operation and maintenance of a wastewater treatment plant. General direction is received from the appointing authority but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over Wastewater Treatment Plant Operators, Wastewater Treatment Plant Operator Trainees, and mechanical and maintenance assistants. Occupants of this position are responsible for fulfilling all NYSDEC permit requirements. Chief Wastewater Treatment Plant Operators do related work as required.

## TYPICAL WORK ACTIVITIES:

- Oversees the operation, maintenance and repair of all machinery, equipment and processes and ensures activities are done in a safe, efficient, and economical manner;
- Plans, schedules, assigns, and reviews the work of plant personnel;
- Oversees plant testing and control policies and procedures;
- Makes daily inspection of plant and plant machinery;
- May oversee the treatment and disposal of sludge;
- May maintain inventory of supplies, chemicals, and equipment, and requisitions same;
- Contacts representatives from federal, state and local agencies as required including the Environmental Protection Agency and the NYS Department of Environmental Conservation;
- Assists in the preparation of the wastewater treatment plant budget;
- Creates and maintains a variety of records and reports relative to the operation of the plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices used and the equipment required in the operation and maintenance of a wastewater treatment plant; thorough knowledge of federal, state, and local laws and regulations applicable to a wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to a wastewater treatment plant; skill in the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to plan, assign, and supervise the work of others; ability to analyze and organize data and prepare records and reports; ability to supervise the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to supervise necessary laboratory work; ability to read, understand and record data from gauges, scales and meters; mechanical aptitude; alertness and dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: At the time of appointment, applicants must be currently certified as wastewater treatment plant operators by the NYS Department of Environmental Conservation. This certification must be at or above the minimum level necessary as prescribed by law (as described in 6NYCRR Part 650 – *Qualifications of Operators of Wastewater Treatment Plants*). At grade 1, 2, 3, and 4 plants, operators must be minimally certified at the 1/1A, 2/2A, 3/3A, and 4/4A levels respectively. At grade 1A, 2A, 3A, and 4A plants, operators must be minimally certified at the 1A, 2A, 3A, and 4A levels respectively. Appropriate certification must be maintained throughout employment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/17/11