

## **CHIEF WASTEWATER TREATMENT PLANT OPERATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for overseeing and directing the safe and efficient operation and maintenance of a wastewater treatment plant utilizing an activated sludge process. The incumbent schedules and assigns operators to shifts, oversees the treatment and disposal of sludge, laboratory tests and other analyses, and instructs and supervises operators, trainees and other subordinate employees. This position differs from that of a Senior Wastewater Treatment Plant Operator by virtue of the fact that a Chief Wastewater Treatment Plant Operator has overall responsibility for the safe and efficient operation of the plant. The work is performed under the general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over a Senior Wastewater Treatment Plant Operator, Wastewater Treatment Plant Operators and other plant personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, schedules, assigns and reviews the work of all lower level plant operators and personnel;
2. Interviews prospective employees and makes hiring recommendations to the Assistant Superintendent of Public Works or City Administrator;
3. Inspects plant facilities and equipment daily;
4. Oversees the treatment and disposal of sludge;
5. Oversees the maintenance and repair of machinery;
6. Confers with and delegates duties to all lower level plant operators relative to the operation and maintenance of the plant;
7. Contacts representatives from federal, state and local agencies as required including the Environmental Protection Agency and the New York State Department of Environmental Conservation;
8. Prepares annual operating budget estimates relative to wastewater treatment plant for the Assistant Superintendent of Public Works or City Administrator;
9. Creates and maintains a variety of records and reports;
10. Prepares and submits all required forms, reports, and permits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant;

Thorough knowledge of federal, state and local laws and regulations applicable to wastewater treatment;

Thorough knowledge of the tools, equipment and terminology used in the maintenance and repair of a wastewater treatment plant system;

Thorough knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal;

Ability to plan and supervise the work of others;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to establish and maintain effective working relationships with others;  
Ability to communicate effectively both orally and in writing;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)    Graduation from a regionally accredited college or New York State recognized college or university with a Bachelor's degree and five (5) years of full-time operating experience at a wastewater treatment plant, three (3) years of which included supervisory responsibilities;
- OR:            (B)    Graduation from a regionally accredited college or New York State recognized college or university with an Associate's degree and seven (7) years full-time operating experience at a wastewater treatment plant, three (3) years of which included supervisory responsibilities;
- OR:            (C)    Ten (10) years full-time operating experience at a wastewater treatment plant, three (3) years of which included supervisory responsibilities.
- OR:            (B)    An equivalent combination within the limits of "A" or "B" or "C" above.

**SPECIAL REQUIREMENT:**

Possession of a current appropriate Grade 3/3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment.

Possession of a New York State Driver License at time of appointment.