



CIVIL DIVISION
CLASS SPECIFICATION

**Water/Wastewater Treatment
Plant Operator Trainee**

DATE ADOPTED: 4/11/85

LAST REVISION: 7/29/24

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DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class undergoes on-the-job training to become qualified both as an operator of the water treatment plant and the wastewater treatment plant. This person will assist in the operation and maintenance of both plants. In addition, this employee will be responsible for the repair and all associated work connected to the distribution and collection systems for both operations. Work is performed under direct supervision. Supervision of the work of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant and water treatment plant;
2. Learns and assists in the operation and adjustments of pumps, valves, screens and related mechanical equipment;
3. Learns and assists in the inspection, maintenance, and repair of pumps, valves, screens and related mechanical equipment;
4. Learns and assists in the making of tests to determine chlorine residual;
5. Learns and assists in the making of physical tests of water for color, odor and taste and in chemical tests of water for alkalinity and residual chlorine;
6. Cleans channels, screens, tanks, filters and settling basins;
7. Learns and assists in regulating and adjusting chlorinators and alum tanks;
8. Learns and assists in the preparation and maintenance of activity records and reports;
9. May perform cleaning and maintenance duties;
10. Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant and wastewater treatment plant;
11. Learns and assists in the repair and maintenance of the distribution and collection systems for the water and wastewater facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the elementary principles of chemistry and general science; ability to learn principles and procedures relating to operation and maintenance of a water treatment plant and a wastewater treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to read and interpret gauges and meters; ability to establish satisfactory working relationships with others; ability to understand and follow oral and written instructions; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State high school equivalency diploma.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Non-competitive in under 5,000, competitive in all other jurisdictions

REVISION HISTORY: 4/11/85 7/29/24 (FKA Water/Sewage Treatment Plant Operator Trainee)