

## **ASSISTANT OPERATOR, GRADE 3 (WASTEWATER) AND SYSTEM SUPERVISOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and technical position assisting the Chief Operator in the responsibility for the safe, efficient operation and maintenance of a wastewater treatment plant, a multiple hearth incinerator and a wastewater disposal system including pump stations. The treatment plant uses any biological, physical or chemical treatment processes other than the activated sludge process while having a plant point score of 76 or greater\*. Supervision is exercised over a number of skilled and unskilled subordinates although hands-on assistance is expected to be provided as necessary and work may be required at other than normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the supervision of the functions of the treatment plant and incinerator to assure conformance to operation standards;  
Assists in the supervision of the operation and maintenance of pump stations and wastewater pipe lines;  
Assists in training, instruction and safety programs;  
Makes regular inspections of the plant and other facilities;  
Insures the maintenance of records and preparation of reports on operations and of the use of materials, manpower and equipment;  
Requisitions materials and oversees inventory of supplies, chemicals and equipment;  
Participates in meetings with the supervisors, staff and other interested parties (engineers, chemist, contractors, etc.) to discuss and resolve operating problems;  
Operates, as necessary, motorized vehicles and equipment used in system operation/maintenance.

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

Good knowledge of the practices used and equipment required in the operation and maintenance of a wastewater treatment plant using any biological, physical or chemical treatment processes other than the activated sludge process while having a plant point score of 76 or greater\*; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; working knowledge of the methods, procedures, safety practices and equipment used in the maintenance of wastewater systems, wastewater pumping stations and a multiple hearth incinerator; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; ability to interpret routine public works engineering plans and specifications; ability to understand and carry out moderately difficult oral and written directions; ability to prepare activity records and reports; mechanical aptitude; alertness and dependability.

**MINIMUM QUALIFICATIONS:** Possession of a valid Grade 3 or higher (Wastewater) certificate issued by the New York State Department of Environmental Conservation plus four (4) years experience in the installation, operation and/or maintenance of public works projects which included wastewater systems and pump stations, one (1) year of which was in a supervisory capacity.

Certificate qualifications shall consist of education, training and practical experience as defined in Part 650 of the Department of Environmental Conservation Regulations.

**NOTE:** A wastewater plant using a treatment other than the activated sludge process includes but is not limited to treatment processes such as trickling filters, rotating biological contractors, sand filters, biofilters, oxidation ponds, stabilization ponds, activated carbon or any other device or processes performing similar functions.

**SPECIAL REQUIREMENTS:**

1. When required to operate a motor vehicle, possession of a valid driver's license appropriate for the size and kind of vehicle to be driven.
2. Must maintain the Grade 3 or higher (Wastewater) certificate throughout the course of employment in this title.

\*As determined by the New York State Department of Environmental Conservation plant point scoring system which is based on type and complexity of the wastewater treatment plant.