

## **ASSISTANT OPERATOR, GRADE II-A (WATER TREATMENT) AND SYSTEM SUPERVISOR I\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and technical work involving responsibility for assisting in the safe and efficient operation and maintenance of a Type I-A potable water treatment plant that treats over 2.5 million gallons per day, as well as a water distribution system including pumping stations. The incumbent may be assigned responsibility for plant operations during a specific shift or in the absence of the Chief Operator. The work is performed under the general supervision of the Chief Operator or a higher-level administrator. Supervision may be exercised over others. Incumbents in this title may be required to work outside regularly scheduled hours, work rotating shifts and remain on duty to maintain minimum staffing levels on the following shift. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in directing and overseeing the operation, maintenance and repair of a Type I-A potable water treatment plant and water distribution system to ensure the most efficient and economical use of equipment, supplies and staff;  
Ensures plant operations comply with applicable local, state and federal regulations, including those of the New York State Sanitary Code;  
Operates pumps, valves, motors and related machinery and equipment;  
Makes routine adjustments and minor repairs to machinery and equipment;  
Reads, records and interprets data from meters, gauges and instrumentation;  
Regulates and adjusts chlorinators;  
Oversees or participates in the washing, flushing or cleaning of water treatment plant structures, including filter beds, sedimentation/settling basins and clear well basins as part of routine plant maintenance;  
Participates in water sampling, testing and analysis;  
Assists in performing routine inspections of the water treatment plant and water distribution system;  
Performs distribution system tasks such as locating mains and service lines, making taps and replacing service pipes;  
Assists in instructing, training and supervising employees engaged in water treatment and distribution system repair activities;  
Maintains operational logs and prepares routine records and reports;  
Maintains inventory of supplies, chemicals, tools and equipment and requisitions materials;  
Operates a variety of motorized equipment and performs a variety of unskilled and semi-skilled laboring duties;  
May investigate public inquiries and complaints and take or recommend appropriate action.

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

Good knowledge of the principles, practices and equipment used in the operation and maintenance of a Type I-A potable water treatment plant; good knowledge of the methods, procedures, safety practices, tools and equipment used in the construction, improvement and maintenance of a water distribution system; good knowledge of applicable federal, state and local laws and regulations governing water treatment operations; working knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification and distribution; working knowledge of the tools, techniques and practices of plumbing; ability to operate and repair pumps, valves and related mechanical and electrical equipment; ability to read, understand and record data from gauges, scales and meters; ability to perform routine laboratory and field tests for control of plant operations; ability to plan, coordinate and supervise the work of others; ability to read and interpret routine public works engineering plans and specifications; ability to understand and carry

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out oral and written instructions; ability to prepare activity records and routine reports; ability to perform basic mechanical procedures; ability to perform arithmetic computations; ability to use computer software applicable to plant operations and maintenance\*\*.

**MINIMUM QUALIFICATIONS:**

1. Possession of a valid Grade II-A or higher\*\*\* Water Treatment Operator certificate issued by the New York State Department of Health; and
2. One (1) year of paid work experience in the construction or maintenance of a water distribution system, one (1) year of which included the supervision of others.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license appropriate to the kind and size of vehicles to be operated.
2. Must maintain a valid Grade II-A or higher\*\*\* Water Treatment Operator certificate throughout the course of employment in this title.

\*This is a retitling of Water System Supervisor I.

\*\*To be demonstrated during the probationary period.

\*\*\*Approved higher-level certificates include a Grade I-A Water Treatment Operator certificate.

R.C.D.P. (04.03.2019) 03.13.2026  
Competitive

06.21.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.