

## **ASISTANT OPERATOR, GRADE II-B (WATER TREATMENT) AND SYSTEM SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine, technical work assisting the Chief Operator in the responsibility for the safe, efficient operation and maintenance of both a Type I-B potable water treatment plant which treats 2.5 million or more gallons per day as well as the safe, efficient operation and maintenance of sanitary sewers and a water distribution system. The work is performed under the general supervision of the Chief Operator who has responsible charge of the complete and actual operation of the plant. Work direction or supervision may be exercised over a number of skilled and unskilled subordinates although hands-on assistance is expected to be provided as necessary. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the supervision of the operation of the plant and the maintenance and extension of the sanitary sewer and water distribution system to assure the most efficient and economical use of equipment, supplies and manpower;  
Operates pumps, valves, motors and related machinery and equipment;  
Performs maintenance work and makes minor repairs to machinery and operating equipment;  
Records readings of meters, gauges and scales;  
Regulates and adjusts chlorinators;  
Washes filter beds and settling basins;  
Takes samples of water for testing;  
Makes necessary tests for control of plant operation;  
Assists in the instruction of trainees;  
Keeps a log of plant operations and related records;  
Performs custodial duties in connection with the maintenance of water treatment plant buildings and grounds;  
Assists in supervising the work of laborers and other subordinate employees;  
Assist in maintaining inventory of supplies, chemicals, tools and equipment and requisitions materials;  
Operates a variety of motorized equipment and perform a variety of unskilled and semi-skilled laboring duties.  
Establishes routine and preventive maintenance protocol for water treatment and sanitary collection system equipment and infrastructure.

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

Good knowledge of the practices used and the equipment required in the operation and maintenance of a Type I-B potable water treatment plant; working knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification and distribution; working knowledge of the methods, procedures, safety practices, tools and equipment used in the construction, improvement and maintenance of sanitary sewer and potable water systems; 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 make routine laboratory and field tests for control of plant operation; ability to read, understand and record data from gauges, scales and meters; ability to understand and carry out oral and written instructions; ability to direct the work of others; mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Possession of a valid Grade II-B or higher (Water Treatment) certificate\*\* as well as a Grade D certificate issued under the provisions of Subpart 5-4 of the New York State Sanitary Code; and three (3) years of experience in the maintenance and/or construction of public works facilities including sewer and water system.

(over)

**SPECIAL REQUIREMENT:** Possession of a valid driver's license appropriate for the kind and size of vehicle to be operated.

\*\*Certificate qualifications require:

1. Graduation from high school or possession of an equivalency diploma, and
2. Successful completion of appropriate level water treatment operator courses, and
3. One (1) year of acceptable operating experience at a water treatment plant.
4. Educational substitutions for experience as deemed appropriate by Sec.5-4.4 of the New York State Sanitary Code.

R.C.D.P. 09.08.2017  
Competitive

09.24.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.