

ASSISTANT PLANT OPERATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is work of a semi-skilled nature performed in a wastewater treatment plant during an assigned shift. The work is performed under the direct supervision of a higher-level operator. Incumbents may be required to work during other than regularly scheduled hours and may be required to work rotating shifts. In addition, incumbents may be required to remain on duty at the end of a shift to maintain minimum shift staffing levels. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives complaints from the general public regarding problems such as sewer overflow or odors, and notifies supervisor of same;
Monitors plant alarms and checks pump stations, and alerts supervisor of any problems;
Sets up drums of chemicals, mixes chemicals, changes containers and turns dosing pumps on and off as directed;
Makes routine checks of treatment plant equipment, maintains logs and notifies supervisor of unusual readings or problems;
Takes readings and assists in spot-checking instrumentation for correct and accurate operation;
Takes part in pump and equipment maintenance and repair as directed;
Mows grass, trims bushes, removes leaves and cleans up around plant to ensure safe and sanitary conditions;
Checks odor control system gauges and indicators and surveys the plant for odors;
Sets up automatic samplers in the plant and at industrial sites;
Monitors and removes screenings and grit as needed;
Adjusts flow distribution to channels and tanks as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices, tools and materials required in the operation and maintenance of a wastewater treatment plant and associated buildings; working knowledge of the operation and repair of pumps, valves and related mechanical equipment; ability to read, understand and record data from gauges, scales and meters; ability to understand basic oral and written instructions; ability to perform mechanical procedures; ability to use computer software applicable to wastewater treatment plant operations and maintenance.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

1. Two (2) years of paid work experience at any level in a wastewater treatment plant; and
2. Successful completion of the Wastewater Treatment Plant Basic Operations Course as certified by the NYS Department of Environmental Conservation.

SPECIAL REQUIREMENT: Possession of a New York State driver's license appropriate to the kind and size of vehicle to be operated.

R.C.D.P. (10.11.2007) 10.08.2015
Competitive

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