

ASSISTANT SHIFT OPERATOR*

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work performed in a wastewater treatment plant during an assigned shift. The work is performed under the supervision of a Shift Operator or higher-level operator. Work guidance (e.g., lead work) 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 the operation and routine maintenance of a Grade 4 wastewater treatment plant and related facilities;
Performs routine inspections of plant equipment and reports operating conditions or issues to supervisory personnel;
Makes minor repairs and performs routine preventive maintenance on equipment;
Collects wastewater samples and performs basic testing in accordance with New York State Department of Environmental Conservation requirements;
Adds chemicals and treatment agents to wastewater in accordance with established procedures;
Performs custodial, groundskeeping and semi-skilled mechanical laboring duties in and around the plant;
Records readings from gauges, meters and instrumentation and enters data into computerized systems;
Assists Shift Operators in maintaining operational logs and records;
May assist in performing the duties of a Shift Operator during absences or as assigned, under appropriate supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices, tools and equipment used 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 provide work guidance to others; ability to perform routine laboratory tests; ability to understand basic oral and written instructions; ability to prepare activity records and routine reports; ability to perform basic mechanical procedures; ability to perform basic arithmetic computations; 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.

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

*This is a retitling of Assistant Shift Operator (Water Pollution Control Plant).

**To be demonstrated during the probationary period.

R.C.D.P. (04.29.2015) 03.13.2026
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.