

CHIEF OPERATOR, GRADE 2A (WASTEWATER) AND SYSTEM SUPERVISOR II*

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position involving responsibility for the complete and actual operation of a wastewater treatment plant having a plant point score of 31-55** and using the activated sludge process (including all modifications) in its treatment. The incumbent also has responsibility for the safe, efficient operation and maintenance of a wastewater collection system including pump stations. General direction is received from either the appointing authority or an administrative officer. Supervision is exercised over a number of unskilled and skilled subordinates. During periods of emergency, employees in this class are expected to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the functions of the treatment plant to assure conformance to operation standards;
Makes daily inspection of plant and plant machinery;
Makes or supervises necessary tests for control of plant operation;
Supervises the maintenance and repair of machinery;
Instructs and supervises subordinate employees;
Maintains inventory of supplies, chemicals and equipment;
Requisitions materials;
Supervises and participates in the maintenance of wastewater pipe lines;
Supervises the operation and maintenance of pumping stations;
Participates in meetings with superiors, engineers, contractors, subordinate staff and other interested parties to discuss and, as appropriate, resolve operating and maintenance problems;
Participates in training and instruction programs;
Ensures the maintenance of adequate records and the preparation of reports on operations and the use of materials, manpower and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a wastewater treatment plant using the activated sludge process (including all modifications) and having a plant point score of 31-55**; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of wastewater collection systems and wastewater pumping stations; 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 prepare activity records and reports; mechanical aptitude; alertness and dependability.

MINIMUM QUALIFICATIONS: Possession of a valid Grade 2A or higher (Wastewater) certificate issued by the New York State Department of Environmental Conservation and five (5) years experience in maintenance and/or construction which included wastewater systems; one (1) year of which was in a supervisory capacity.

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

SPECIAL REQUIREMENTS:

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

*This is a retitling of Chief Operator, Grade II-A (Wastewater) and System Supervisor II.

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

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Competitive

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