

CHIEF OPERATOR, GRADE 3A (WASTEWATER)*

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work of a complex nature involving responsibility for the safe and efficient operation and maintenance of a Grade 3A wastewater treatment plant with a plant point score of 56-75** utilizing the activated sludge treatment process (including all modifications). The work is performed under the general direction of the appointing authority or a higher-level administrator. Supervision is 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:

Directs and oversees the operation, maintenance and repair of a Grade 3A wastewater treatment plant and collection system, including pumping stations, to ensure the most efficient and economical use of equipment, supplies and staff;

Monitors, enforces and ensures compliance with applicable local, state and federal regulations, including those of the New York State Department of Environmental Conservation (NYS DEC);

Operates and monitors pumps, valves, motors, air compressors, generators, odor control systems and related machinery and equipment;

Conducts periodic inspections of the wastewater treatment plant, machinery and collection system;

Oversees and may participate in wastewater sampling, testing and analysis in accordance with NYS DEC regulations;

Plans, schedules and manages preventive and corrective maintenance of machinery, equipment and sewer systems;

Instructs, trains and supervises employees engaged in wastewater treatment and sewer system maintenance and repair activities;

Maintains inventory and oversees the purchase of supplies, chemicals and equipment;

Prepares technical specifications for bids related to machinery, equipment, chemicals, supplies and services;

Maintains operational records and prepares technical and administrative reports;

Collaborates with staff, engineers, chemists, contractors and other stakeholders to resolve operational issues;

Develops, implements and promotes internal safety programs, policies and procedures;

Makes recommendations regarding hiring, promotion, discipline or termination of staff;

Assists in budget preparation related to plant operation and maintenance;

Operates a variety of motorized equipment and performs a variety of unskilled and semi-skilled laboring duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the operation and maintenance of an activated sludge wastewater treatment plant with a plant point score of 56-75**;

thorough knowledge of applicable federal, state and local laws and regulations governing wastewater treatment operations;

good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal;

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 laboratory and field tests for control of plant operations;

ability to plan, coordinate and supervise the work of others;

ability to understand and carry out complex oral and written instructions;

ability to prepare activity records and routine reports;

ability to read and interpret routine public works engineering plans and

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specifications; ability to perform mechanical procedures; ability to perform arithmetic computations; ability to use computer software applicable to plant operations and maintenance***.

MINIMUM QUALIFICATIONS: Possession of a valid Grade 3A or higher**** Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation.

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 3A or higher**** Wastewater Treatment Plant Operator certificate throughout the course of employment in this title.

*This is a retitling of Chief Operator (WPCP-Type A1).

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

***To be demonstrated during the probationary period.

****Approved higher-level certificates include a Grade 4A Wastewater Treatment Plant Operator certificate.

R.C.D.P. (10.08.2015) 03.13.2026
Competitive

01.27.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.