

CHIEF OPERATOR, GRADE I-B (WATER TREATMENT) AND SYSTEM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and supervisory position having responsibility for the safe and efficient operation and maintenance of 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. General direction is received from the Superintendent of Public Works but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over a number of skilled and unskilled subordinates. During periods of emergency or unusual conditions employees in this class will be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises 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 supervises and, as required, makes minor repairs to machinery and operating equipment;
Records readings of meters, gauges and scales;
Makes or supervises necessary tests for control of plant operation;
Regulates and adjusts chlorinators;
Takes samples of water for testing;
Makes necessary tests for control of plant operation;
Supervises and instructs operators, trainees, mechanics and other subordinate employees;
Keeps a log of plant operations and related records;
Investigates public concerns and complaints to determine responsibility and takes or recommends appropriate action;
Initiates and promotes internal safety practices;
Prepares reports on the use of materials, manpower and equipment;
Maintains 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a Type I-B potable water treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification and distribution; good 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; skill in 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 interpret routine public works engineering plans and specifications; ability to read, understand and record data from gauges, scales and meters; ability to understand and carry out moderately difficult oral and written instructions; ability to supervise a group of employees; ability to prepare activity records and routine reports; mechanical aptitude.

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

(over)

**Certificate requirements are:

1. Graduation from high school or possession of an equivalency diploma; and
2. Successful completion of appropriate level water treatment operator courses; and
3. Ten (10) years of acceptable operating experience at a water treatment plant, with two (2) years of operating experience at a minimum of a grade B treatment plant.
4. Educational substitutions for experience as deemed appropriate by Sec.5-4.4 of the New York State Sanitary Code.

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

R.C.D.P. 09.07.2017
Competitive

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