

SHIFT OPERATOR*

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for assisting in the safe and efficient operation and maintenance of a Grade 4 wastewater treatment plant with a plant point score of 76 or greater**. The incumbent may be assigned responsibility for plant operations during a specific shift or in the absence of the Chief Operator or Supervising Operator. The work is performed under the general supervision of a Supervising or Chief 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 directing and overseeing the operation, maintenance and repair of a Grade 4 wastewater treatment plant and collection system, including pumping stations, to ensure the most efficient and economical use of equipment, supplies and staff;

Ensures plant operations comply 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;

Makes routine adjustments and minor repairs to machinery and equipment;

Reads, records and interprets data from meters, gauges and instrumentation;

Performs sludge handling, treatment and disposal activities;

Assists in performing routine inspections of plant equipment and facilities and reports issues to supervisory personnel;

Adds chemicals such as chlorine or other treatment agents to the wastewater in accordance with established protocols;

Participates in wastewater sampling, testing and basic laboratory analysis in accordance with NYS DEC requirements;

Maintains operational logs and prepares routine records and reports;

Provides work guidance and basic training to employees involved in related plant operation activities;

Maintains inventory of supplies, chemicals, tools and equipment and requisitions materials;

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

May investigate public inquiries and complaints and take or recommend appropriate action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment used in the operation and maintenance of a wastewater treatment plant with a plant point score of 76 or greater**; good knowledge of applicable federal, state and local laws and regulations governing wastewater treatment operations; working 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 routine laboratory and field tests for control of plant operations; ability to provide work guidance to others; ability to understand and carry out oral and written instructions; ability to prepare activity records and routine reports; ability to read and interpret routine public works engineering plans and specifications; ability to perform basic mechanical procedures; ability to perform basic arithmetic computations; ability to use computer software applicable to plant operations and maintenance***.

(over)

MINIMUM QUALIFICATIONS: Possession of a valid Grade 3, 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 3, 3A or higher Wastewater Treatment Plant Operator certificate throughout the course of employment in this title.

*This is a retitling of Shift Operator (WPCP-Type AI).

**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 4 or 4A Wastewater Treatment Plant Operator certificate.

R.C.D.P. (07.02.2019) 03.13.2026
Competitive

09.24.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.