

SUPERVISING OPERATOR*

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 4 wastewater treatment plant**. The work is performed under the direction of the Chief Operator, and direct supervision is provided to skilled and unskilled employees. Incumbents in this position may be required to work on other-than-normal hours and during emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the daily activities of employees involved in the operation of a wastewater treatment plant including process control and custodial maintenance of the plant and preparation of work schedule and assignments;

Monitors logging alarms and operational data for field pumping stations;

Provides instruction to employees in the safe and efficient operation of a grade 4 wastewater treatment plant;

Troubleshoots and evaluates operational problems and makes recommendations for corrective action;

Acts as liaison with maintenance staff regarding required repairs in order to minimize interruption of plant operations;

Coordinates the activities involved in sewage sampling, inputting of test data and interpretation of results with laboratory personnel;

Oversees record keeping, inputting of data and preparation of required reports;

Participates in the development and implementation of safety procedures, including training of employees, and ensures compliance with government safety rules and requirements;

Assists the Chief Operator in meeting with and/or conducting plant tours for government regulatory agency representatives, contractors, vendors and public groups;

Uses computerized applications or other automated systems such as spreadsheets, database software, etc., in performing work assignments and preparing required reports;

Assumes the daily duties of the Chief Operator, when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices used and the equipment required in the operation and maintenance of a grade 4 wastewater treatment plant**, good knowledge of the operations of a modern wastewater treatment plant; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment; ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control of plant operation; ability to supervise the work of others; ability to perform mechanical procedures; ability to use computer applications in the performance of work assignments****.

MINIMUM QUALIFICATIONS: Two (2) years of operating experience*** in a wastewater treatment plant and possession of a Grade 3 (or higher) Wastewater Treatment Plant Operator's certificate issued by the New York State Department of Environmental Conservation. Certification qualifications shall consist of education, training and practical experience as defined in Part 650 of the Department of Environmental Conservation regulations.

PROMOTION: Two (2) years of permanent status as a Shift Operator.

(over)

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.
2. Must maintain the Grade 3 or higher (Wastewater) certificate throughout the course of employment in this title.

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

**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.

***Operating experience shall be defined as work experience at a wastewater treatment plant with a State Pollutant Discharge Elimination System Permit (SPDES). A minimum of 50% of the work must have included hands-on operation of all unit processes at the wastewater treatment plant.

****To be demonstrated during the probationary period.