



Jurisdiction Class: Competitive  
Civil Division: ALL  
Exam Announcement Only  
Established: 4/23/2021

## **WATER AND WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Water and Wastewater Treatment Plant Operator/Trainees are trainee positions involving on-the-job training to become qualified as an operator of water and wastewater treatment plants. While learning the duties and routines in the operation and maintenance of treatment plants, incumbents will assist in the actual day to day operation of the facility. Work is performed under immediate supervision of a certified operator. Appointment is limited to one (1) year during which time the trainee must satisfactorily complete requirements for appropriate New York State certification for the plants being operated pursuant to the provisions of 10NYCRR Part 5.4 and 6NYCRR Part 650. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

#### **WATER TREATMENT PLANT OPERATOR/TRAINEE**

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water treatment plant;  
Learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment;  
Learns and assists in the inspection, maintenance, and repair of pumps, valves and related mechanical equipment;  
Learns and assists in the making of physical tests of water for color, odor and taste;  
Learns and assists in the making of chemical tests of water for alkalinity and residual chlorine;  
Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;  
Learns and assists in the preparation and maintenance of activity records and reports;  
Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant;  
Performs other duties as assigned.

#### **WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE:**

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant;  
Learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment;  
Learns and assists in the inspection, maintenance, and repair of pumps, valves and related mechanical equipment;  
Learns and assists in the testing to determine chlorine residual;  
Cleans channels, screens, tanks and other equipment;  
Learns and assists in the preparation and maintenance of activity records and reports;  
Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

#### **WATER TREATMENT PLANT OPERATOR/TRAINEE**

Working knowledge of the elementary principles of chemistry and general science;  
Ability to learn principles and procedures relating to operation and maintenance of a water treatment plant;  
Ability to develop skill in the operation and maintenance of pumps, valves, and related mechanical equipment;  
Ability to understand and follow oral and written instructions;  
Mechanical aptitude, industriousness, manual dexterity, good hand and eye coordination, and good observation skills;  
Ability to get along well with others, and exhibit tact and courtesy;  
Ability and willingness to respond to emergencies, and perform overtime work as required;  
Ability and willingness to respond to emergencies and to work outside under adverse weather conditions;  
Dependability;

Physical condition commensurate with the demands of the position.

**WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE:**

Working knowledge of elementary principles of chemistry and general science;  
Ability to learn principles and procedures relating to operation and maintenance of a wastewater treatment plant;  
Ability to develop skill in the operation and maintenance of pumps, valves, and related mechanical equipment;  
Ability to understand and follow oral and written instructions;  
Mechanical aptitude, industriousness, manual dexterity, good hand and eye coordination, and good observation skills;  
Ability to get along well with others, and exhibit tact and courtesy;  
Ability and willingness to respond to emergencies, and perform overtime work as required;  
Ability to perform in a reasonable manner the essential functions of the position, including all duties and activities related to the physical demands of the position, which may include the performance of heavy manual labor for extended periods, occasionally under adverse weather conditions.

**MINIMUM QUALIFICATIONS:**

**WATER TREATMENT PLANT OPERATOR/TRAINEE**

Graduation from high school; or possession of a New York State high school equivalency diploma.

**WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE:**

Graduation from high school; or possession of a New York State high school equivalency diploma.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

- a) Possession of a valid NYS driver's license at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position; AND
- b) Incumbents who do not satisfactorily complete requirements for appropriate New York State certification for the plant being operated pursuant to the provisions of 10NYCRR Part 5.4 and 6NYCRR Part 650 within one (1) year of appointment, will be terminated.

**NOTE:**

If the position involves the operation of specific motor equipment or machinery, upon appointment, incumbent must possess, or be eligible to obtain a Class B or higher NYS Driver's License as required, and such license must be maintained in good standing throughout tenure of employment in the position. Additional license endorsements may be required at any time during tenure of employment in this position if the nature of the work deems it necessary. This requirement may vary by Jurisdiction.