



**CHIEF WASTEWATER
TREATMENT PLANT OPERATOR**

Jurisdiction Class: Competitive
Civil Division: Village of Dundee
Adopted by PO: 1/8/2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing and directing the safe and efficient operation and maintenance of a wastewater treatment plant utilizing an activated sludge process. The incumbent schedules and assigns operators to shifts, oversees the treatment and disposal of sludge, laboratory tests and other analyses, and instructs and supervises operators, trainees and other subordinate employees. This position differs from that of a Senior Wastewater Treatment Plant Operator by virtue of the fact that a Chief Wastewater Treatment Plant Operator has overall responsibility for the safe and efficient operation of the plant. The work is performed under the general supervision of the Assistant Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision is exercised over a Senior Wastewater Treatment Plant Operator, Wastewater Treatment Plant Operators and other plant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, schedules, assigns and reviews the work of the Wastewater Treatment Plant Operators and other plant personnel;
Interviews prospective employees and makes hiring recommendations;
Inspects plant facilities and equipment daily;
Oversees the treatment and disposal of sludge;
Oversees the maintenance and repair of machinery;
Confers with and delegates duties to the Wastewater Treatment Plant Operators and other plant personnel relative to the operation and maintenance of the plant;
Contacts representatives from federal, state and local agencies as required including the Environmental Protection Agency and the New York State Department of Conservation;
Prepares annual operating budget estimates relative to wastewater treatment plant the supervising authority;
Creates and maintains a variety of records and reports relative to the operation of the plant.
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant;
Thorough knowledge of federal, state and local laws and regulations applicable to wastewater treatment;
Good knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater treatment systems;
Working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal;
Ability to plan and supervise the work of others;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing.
Ability to perform tasks in various weather conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree including at least 30 credit hours of math and/or science; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a New York State Department of Environmental

- Conservation approved curriculum, and eighteen (18) months operating experience at a wastewater treatment plant; OR
- c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree, and two (2) years' operating experience at a wastewater treatment plant; OR
 - d) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree which must have included at least thirty (30) credit hours of math and/or science; and two (2) years' operating experience at a wastewater treatment plant; OR
 - e) Graduation from high school or possession of a high school equivalency diploma and four (4) years' operating experience at a wastewater treatment plant; AND
 - f) Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation; AND
 - g) Two (2) years' operating experience at an activated sludge wastewater treatment plant with a point score of (54) or greater, and the ability to perform necessary tests.

SPECIAL REQUIREMENT:

Possession of minimally a current grade 2A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment.