

CHIEF OPERATOR, GRADE 3 (WASTEWATER)

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 3 wastewater treatment facility (plant point score of 56 - 75)*. The work is performed under the general direction of the Commissioner of Environmental Management & Engineering and in accordance with New York State Department of Environmental Conservation (NYS DEC) regulations. An incumbent in this position is expected to work other-than-normal hours during periods of emergency. Supervision is provided to plant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation, maintenance and repair of a grade 3 wastewater treatment plant and collection system, including pumping stations, to assure the most efficient and economical use of equipment, supplies, and manpower and to assure compliance with NYS DEC regulations;

Performs periodic inspections of plant and collection system;

Oversees and may participate in wastewater and other plant testing in accordance with NYS DEC regulations;

Oversees the maintenance and repair of equipment, sewers, etc.;

Instructs, trains and supervises employees engaged in activities related to the plant (wastewater treatment and sewer system) maintenance and repair;

Maintains inventory of supplies, chemicals and equipment;

Requisitions materials;

Prepares bidding specifications for new machinery and equipment, chemicals, supplies, repair, etc.;

Maintains records and prepares periodic reports with respect to plant operations and as required by the NYS DEC and the United States Environmental Protection Agency;

Meets with staff and other interested parties (engineers, chemist, contractors, etc.) to discuss and resolve operating problems;

Plans and promotes internal safety program;

May recommend the employment, discipline, discharge or promotion of employees;

May oversee the maintenance/repair of Town automotive fleet with exception of Highway vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a grade 3 wastewater treatment plant*; thorough knowledge of the operation of a wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; good knowledge of rules and regulations with respect to the operation of a grade 3 wastewater treatment plant; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to perform laboratory and field tests for control of plant operations; ability to plan, coordinate and supervise the work of others; ability to perform mechanical procedures.

(over)

MINIMUM QUALIFICATIONS: Possession of a Grade 3 or higher (Wastewater) certificate issued by the New York State Department of Environmental Conservation, and five (5) years of supervisory, managerial, or administrative experience in the operation of wastewater treatment plants.

NOTE: A Bachelor's degree in Civil, Sanitary, or Environmental Engineering, or comparable curriculum, may be substituted for two (2) years of the supervisory experience.

SPECIAL REQUIREMENTS:

1. When required to operate a motor vehicle, 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.

*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.