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.*