

SUPERVISING PLANT OPERATOR (WASTEWATER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, a Supervising Plant Operator is responsible for the efficient operation, maintenance and repair of a secondary or tertiary wastewater resource recovery facility. Incumbents plan and give direct supervision to a wide variety of operation, maintenance, and repair staff. Work is performed with considerable independence in accordance with operating procedures, departmental goals and environmental standards. Incumbents are fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools and techniques. The Supervising Plant Operator supervises at least one Wastewater Treatment Plant Operator and may supervise a number of trainees, operators, and mechanics. Does related work, as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and performs the shift process control operation of many different wastewater treatment units such as settling tanks, aerators, digesters, etc., so as to maintain treatment efficiencies required by the US Environmental Protection Agency; New York Department of Environmental Conservation; and Westchester County Department of Health;

Supervises and performs the shift process control laboratory analyses which are necessary to comply with the National Pollutant Discharge Elimination System Federal Permit to discharge into receiving waters;

Supervises and performs the recording of all pertinent plant operation data necessary to monitor all treatment units, electrical units, gas equipment, etc.;

Advises supervisors of the need for new equipment and major repairs;

Prepares and submits budget requests covering equipment within area of responsibility;

Orders material and parts for existing equipment and maintains supply records;

Maintains records and makes reports on fuel, electrical, and chemical consumption;

Maintains time records of employees and prepares work schedules;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern methods used in the operation and maintenance of a secondary wastewater resource recovery facility, a variety of auxiliary equipment, and of the methods used in keeping such equipment in good repair; good knowledge of machine and welding shop work, and maintenance of heating and air conditioning systems; ability to operate and maintain mechanical and electrical equipment; ability to lay out, plan, and direct the work of others under a minimum of supervision; ability to carry out oral and written instructions and to read diagrams, sketches, or rough drawings; ability to work well with others; ability to train operators on plant specific operating procedures; ability to effectively evaluate employee performance; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; good judgment in plant operating matters; resourcefulness in evaluating situations and adopting an effective course of action; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Grade 3 Wastewater Plant Operator's Certificate issued by the New York State Department of Environmental Conservation, and high school, trade school or equivalency diploma, and five years of satisfactory experience where the primary function of the position must have been in the operation and maintenance of a wastewater treatment plant, two of which must have been at the Grade 1 plant operator level or higher.

SPECIAL REQUIREMENTS:

1. Possession of a valid Grade 3 Wastewater Plant Operator's Certificate issued by the New York State Department of Environmental Conservation will be required at time of appointment and maintain same while in the title
2. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.
3. Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.