

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents perform varied duties related to wastewater treatment in the Department of Environmental Facilities, while participating in a continuous in-service training program. Trainees receive on-the-job training while performing limited duties of an operational nature under close supervision. Trainee appointments are for a period of one year during which time employees would be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for an operator's certificate appropriate to their assigned treatment plant. Incumbents will be evaluated at various stages of their training. Incumbents receiving satisfactory evaluations will be advanced to the title of Wastewater Treatment Plant Operator without further examination. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of the operation and maintenance of a wastewater treatment plant;

Learns and assists in the operation, maintenance and repair of treatment and pump station equipment at various locations;

Learns and assists in monitoring the performance and operation of mechanical devices to process wastewater;

Learns and assists in controlling the quantity and quality of solids processed through the use of laboratory test procedures, flow measuring devices and control instrumentation;

Learns and assists in monitoring unit process variables and makes changes, as directed, to achieve operational goals;

Learns and assists with start up and shut down of wastewater treatment processes, as directed;

Learns and assists in the recording of the quality of treated wastewater;

Learns and assists with mechanical maintenance, adjustment, inspection and cleaning of equipment, as directed;

Assists with maintenance, including painting and providing a neat, orderly work area;

Performs housekeeping when necessary or as directed;

Learns and assists in the preparation of operational reports and keeps unit process logs and records as directed;

Practices safety awareness at all times;

Learns and assists in the monitoring of sewer line operation in a sewer district;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Performs increasingly responsible duties as assigned in the operation of a wastewater treatment plant;

May use computer applications such as spreadsheets, word processing, e-mail and database software;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to learn the procedures and techniques required for the proper operation of a Wastewater Treatment Plant; ability to perform appropriate mathematical calculations, interpret charts, flow diagrams, instruments and meters; ability to understand basic physical, chemical and biological principles; ability to keep records and give simple reports; ability to write and speak effectively; ability to understand and carry out oral and written directions; ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; knowledge of computer applications such as spreadsheets, word processing, e-mail and database software; initiative; courtesy; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of work experience in the operation, maintenance or repair of mechanical equipment such as heating and ventilation systems or in any of the trades such as plumbing, electrical, pipe or steam fitting, masonry, carpentry.

SUBSTITUTION: Apprenticeship training or training gained by the successful completion of technical courses in mechanical equipment or in any of the trades at a school, institute or branch of the armed services may be substituted on a year for year basis for up to one year of the required experience.

SPECIAL REQUIREMENTS: (1) Must possess a valid driver's license to operate a motor vehicle in New York State. (2) Upon completion of the one-year trainee period the incumbent must possess certification by the New York State Department of Environmental Conservation as a Grade I Wastewater Plant Operator and must maintain appropriate certification during course of employment. (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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience

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Job Class Code: C1461
Job Group: VI