

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 Environmental Conservation Law Part 650 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 pumping 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 and data, flow measuring devices and control instrumentation;

Learns to interpret laboratory test results and how they are utilized to effectively manage the waste treatment process;

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 maintains unit process logs and records as directed;

Practices safety awareness at all times;

Learns and assists in the monitoring and adjusting of air handling and odor control systems;

EXAMPLES OF WORK: (Illustrative Only) (continued)

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.

FULL PERFORMANCE 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 one of the following:

- Three 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 (but not limited to) plumbing, electrical, pipe or steam fitting, masonry, or carpentry; or
- Sixty college credits; or
- Trade school graduation followed by one year of experience in the trade; or
- Two years of active military service or
- An equivalent combination of the above.

SPECIAL REQUIREMENTS: (1) Must possess and maintain 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