

## ASSISTANT WASTEWATER TREATMENT PLANT SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Town Engineer, directs the administrative activities of a large wastewater treatment system as second in command; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Engineer, the incumbent in this class performs administrative duties in the operation and maintenance of the facilities connected with a wastewater treatment and disposal system. Supervision is exercised over a small number of wastewater treatment plant operators in one or more plants and a number of maintenance employees.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance and operation of the wastewater disposal plant and pumping stations;

Supervises the maintenance of the wastewater disposal system;

Keeps records and makes reports of plant operations;

Orders and supervises the allocation of materials and supplies;

Requisition of materials;

Checks on consumer complaints of wastewater system.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a Type B Wastewater Treatment Plant with facilities for chemical precipitation, separate sludge digestion, or any other biological oxidation process; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to read, understand and record data from gauges, scales, and meters; ability to make laboratory and field tests for control of plant operations; good knowledge of basic administrative techniques; ability to plan and lay out work for others; ability to act quickly in any emergency; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college with a Bachelor's Degree in Engineering and one (1) year of experience in the design and/or maintenance and repair of pumps, engines, motors and mechanical equipment or in the actual operation of a Type B Wastewater Treatment Plant; or (b) graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Town of Yorktown  
J. C.: Competitive  
1a

Job Class Code: 0614

**Comment:** Revised: 05/29/03  
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