

DEPARTMENT: NIAGARA COUNTY SEWER DISTRICT

CLASSIFICATION: COMPETITIVE

APPROVED: MARCH 23, 2004

FLSA Status: Exempt/ Administrative 1/4/2010

CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising, performing and ensuring the safe and efficient day-to-day operational and maintenance activities of Niagara County Sewer District No. 1, a Type 4A wastewater treatment plant and related facilities, and wastewater collection systems. This is the highest level position in the wastewater treatment operation series. Work is performed under the general direction of the Administrative Director and Administrative Board and other higher-ranking professional staff employees. General and direct supervision is exercised over a large number of operational, mechanical and maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

1. Provides direct supervision to all operational, mechanical, technical and maintenance personnel of the Sewer District in the safe, efficient day-to-day operation of all Sewer District facilities;
2. Directs the operation of all Sewer District facilities and seeks methods to ensure the most efficient and economical use of equipment, supplies and manpower;
3. Directs and performs the operation of the treatment plant process units, such as solids handling, solids disposal, solids contact, chlorination, sand filtration, aeration, re-aeration, phosphate removal and pumping;
4. Maintains records and prepares reports for State and local governmental agencies, and those that are germane to the treatment plant and District operation;
5. Supervises the monitoring and operation of pump stations and excess flow treatment facilities and equipment;
6. Supervises and performs laboratory testing and field sampling;
7. Coordinates the preparation of job assignments for district and treatment plant personnel in lower ranking positions;
8. Updates the treatment plant's operation and maintenance manual;
9. Supervises the maintenance and repair of the treatment facilities and collection systems;
10. Keeps abreast of emerging technologies in the wastewater treatment/collection field and implements District projects to take advantage of said technologies;
11. Supervises the development of a plan of preventative maintenance on electrical, mechanical and other equipment;
12. Attends Administrative Board meetings;
13. Assists Administrative Board and Board Chairman in fulfilling their duties for the operation of the Sewer District;
14. Operates pilot plant and other experimental studies required or deemed necessary;
15. When assigned serves as industrial pretreatment coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the collection of wastewater and operation and maintenance of a Type 4A wastewater treatment plant with facilities for activated sludge, chemical precipitation, sludge vacuum filtration, sludge incineration, sludge oxidation, separate sludge digestion or any other equivalent biological oxidation process; good knowledge of the operation of a modern wastewater treatment plant; good knowledge of the principles and application of physics, chemistry and bacteriology as applied to wastewater collection, treatment and disposal; good knowledge of the operations of a 4A wastewater treatment facility and advanced wastewater treatment techniques; good knowledge of computer systems/software and their use in systems operation, engineering and business/office environment; skill in the use of computer systems and software; ability to supervise the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operations; ability to plan and supervise the work of others; ability to communicate verbally and in writing; ability to follow verbal and written instructions; ability to prepare reports; mechanical aptitude; alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of satisfactory responsible supervisory experience in the operation of a Type 4A wastewater treatment plant.

SPECIAL REQUIREMENTS: Possession of a New York State 4A Wastewater Treatment Plant Operator's Certificate and a New York State Motor Vehicle Operator's License.