

**DEPARTMENT:** NORTH TONAWANDA WASTEWATER TREATMENT PLANT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 6, 2018

**CHIEF WASTEWATER TREATMENT PLANT OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the safe and efficient operation and maintenance of a Grade 4 wastewater treatment facility with an other than activated sludge process plant. General direction is received from the Superintendent of Wastewater/Water with leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, and process personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises the operation of the plant to ensure the most efficient and economical use of equipment, supplies and manpower;
2. Interacts with the scheduling of operations, maintenance and laboratory processes;
3. Makes daily inspection of plant and plant machinery;
4. Makes or supervises necessary tests for control of plant operation;
5. Participates in maintenance planning, including equipment replacement and modifications;
6. Prepares monthly performance reports, including resource usage and projections;
7. Supervises the treatment and disposal of sludge;
8. Assigns plant personnel to shifts;
9. Instructs and supervises operators, trainees and other subordinate employees;
10. Maintains and requisitions inventory of supplies, chemicals and equipment;
11. Prepares budget requests;
12. Maintains records and prepares periodic reports on the operation of the plant;
13. Ensures the plant is in compliance with all safety rules as stated in the Code of Federal Rules and Regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices used and equipment required in the operation and maintenance of wastewater treatment facility with an other than activated sludge process plant; thorough knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and application of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; 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 operation; ability to plan and supervise the work of subordinates; mechanical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL QUALIFICATIONS:** Candidates must be permanently employed in the competitive class and must have served on a permanent basis for two (2) years as a Senior Wastewater Treatment Plant Operator or seven (7) years as a Wastewater Treatment Plant Operator immediately preceding the date of the written examination.

**OPEN COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma and seven (7) years of full-time paid experience as a Wastewater Treatment Plant Operator in a Grade 4 Wastewater Treatment Plant of which two (2) years must have been as a Lead Shift Operator or Senior Wastewater Treatment Plant Operator.

**SPECIAL REQUIREMENT:**

Possession of a Grade 4 Wastewater Operator certificate issued by the New York State Department of Environmental Conservation at time of appointment and throughout employment.