

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 26, 2018

**WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE**

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science, and mechanical aptitude. The term of traineeship is limited to six (6) years. If the trainee fails, refuses to pursue, or does not continue such training or academic courses satisfactorily as required to obtain the appropriate Grade 3 or 3-A certificate within this six (6) year traineeship, his/her employment will be discontinued. Trainees who receive their appropriate Grade 3 or 3-A certificate automatically will be promoted to the Wastewater Treatment Plant Operator title without further examination and will not be required to complete the full six (6) year traineeship.

In Niagara County positions, employees are required to satisfactorily complete the training and experience requirements of the State Department of Environmental Conservation (DEC) to obtain a Grade 2-A certificate within two (2) years of appointment. If the trainee fails, refuses to pursue, or does not continue such training or academic courses satisfactorily as required to obtain a Grade 2-A certificate within the first two (2) years of appointment, his/her employment will be discontinued. Upon obtaining the Grade 2-A certification, employees are required to satisfactorily complete the training and experience requirements of the State Department of Environmental Conservation (DEC) to obtain a Grade 3-A certificate within six (6) years of initial appointment as outlined above.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving responsibility for learning the duties and routines involved in the operation and maintenance of a wastewater treatment plant. Positions exist in the Niagara County Sewer District and municipalities. Typical work activities will vary based upon the type of treatment plant to which an employee is assigned. The incumbent receives on-the-job training and assists with the operation and maintenance of a wastewater treatment plant. The work is performed under the immediate supervision of a qualified operator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs assignments, studies, observes, and learns the techniques of operation and maintenance of a wastewater treatment plant;
2. Studies, observes, learns, and ultimately performs the techniques of laboratory procedures associated with the operation of an activated sludge wastewater treatment plant or a physical/chemical wastewater treatment plant;
3. Learns, assists in, and ultimately performs the operation and adjustment of pumps, valves, screens, sludge dewatering equipment, and all related mechanical equipment;
4. Learns, assists in, and ultimately performs the inspection, maintenance and repair of pumps, valves, screens and related mechanical equipment;
5. Where applicable, learns and assists in the making of tests to determine chlorine residual;
6. Cleans channels, screens tanks and other associated wastewater treatment equipment;
7. Learns and assists in the preparation and maintenance of activity records and reports;
8. Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Familiarity with elementary principles of chemistry and general science; good general intelligence; good observation; mechanic aptitude; ability to learn principles and procedures relating to operation and maintenance of a wastewater treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to get along with others; ability to understand and follow oral and written instructions; industry and dependability; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

Employees must successfully complete all necessary additional hours of instruction as required by the New York State Department of Environmental Conservation and continue to maintain the appropriate grade level certification throughout their employment. If the employee fails to complete the required instruction and/or fails to maintain the appropriate grade level certification, his/her employment will be discontinued.

**NOTE:** For appointments in the Town of Newfane, candidates must have graduated from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate of Applied Science Degree (A.A.S.) or an Associates of Arts Degree (AA) with thirty (30) credit hours of math or science. The length of traineeship is reduced to three (3) years.