

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 18, 2019

CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Type 3A or 4A Wastewater Plant with facilities for the activated sludge process (including all modifications). General direction is received from the appointing authority but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance assistants. The incumbent has responsible charge of the complete and actual operation of a wastewater treatment plant. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides direct supervision to all operational, mechanical, technical and maintenance personnel in the safe, efficient day-to-day operation of all facilities;
2. Directs the operation of all 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;
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 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 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. Submits budget recommendations and expenditures for the treatment plant and collection systems;
14. When designated as municipal Stormwater Management Officer, performs the following:
 - a. Reviews municipal projects and construction plans for stormwater issues to ensure regulatory compliance;
 - b. Conducts and supervises field inspectors for compliance with stormwater requirements;
 - c. Investigates complaints and incidents of illicit discharge and water retention issues;
 - d. Documents municipality's compliance with stormwater management guidelines and prepares the annual report.

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CHIEF WASTEWATER TREATMENT PLANT OPERATOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a Type 3A or 4A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications); good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; 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; ability to make routine laboratory and field tests for control of plant operation; ability to communicate verbally and in writing; ability to follow verbal and written instructions; ability to prepare reports; mechanical aptitude; alertness and dependability; sound judgment; tact and courtesy; integrity; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Minimum qualifications depend on the classification of the treatment plant. The Chief Operator must have either a Type 3A or Type 4A New York State Wastewater Treatment Plant Operator's Certificate.

SPECIAL REQUIREMENT: Possession of a NYS Driver's License at time of appointment and for the duration of employment.

SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT OFFICER:

Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.