

Civil Division: Oneida County Government; Village of Sylvan Beach
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 04/18/11

ASSISTANT CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class entail overall responsibility for certain, and at times, all aspects of the operation and maintenance of the wastewater treatment plant. These duties are assigned at the direction of the Chief Wastewater Treatment Plant Operator, who is in charge of plant operations. In the absence of the Chief Wastewater Pollution Operator, the incumbent is responsible for the entire plant operation. The incumbent has direct supervision over plant maintenance, carried out by the Wastewater Treatment Plant Maintenance Supervisor and the Sewer Maintenance Foremen. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises plant maintenance activities via subordinate level supervisors, who act as maintenance crew leaders;
Coordinates maintenance activities with plant operation;
Aids in overseeing plant operations, including treatment and disposal activities;
Assists in preparing plant operating policy;
Aids in budget preparation, particularly relating to plant operation and maintenance;
Interviews and makes recommendations on hiring for maintenance positions;
Evaluates performance of maintenance employees;
Maintains computerized plant O & M, preventive and predictive maintenance programs;
Produces work orders;
Monitors plant maintenance supervisor's progress

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a wastewater treatment plant, with facilities for the activated sludge process (including all modifications); thorough knowledge of solids disposal systems; good knowledge of the principles and applications of physics, chemistry and bacteriology, as applied to wastewater treatment and disposal; good knowledge of the flow process and interrelationship of various parts of the treatment process; 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 routine laboratory and field tests for control of plant operation; ability to plan, assign and supervise the work of others; ability to understand and carry out oral and written instructions; mechanical aptitude.

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MINIMUM QUALIFICATIONS:

Plant whose designated plant point score is 76 points or greater:

Eligibility for a Grade 3-A Chief Operator certificate issued by the New York State Department of Environmental Conservation at the time of application. Possession of the certificate at the time of appointment.

For the Village of Sylvan Beach only:

Eligibility for a Grade 3 Chief Operator certificate issued by the New York State Department of Environmental Conservation at the time of application. Possession of the certificate at the time of appointment.

SPECIAL REQUIREMENTS: Eligibility for a current valid New York State Motor Vehicle Operator's license at time of application. Possession of the license at time of appointment. This license must be maintained throughout appointment.

Title changed from: "Assistant Sewage Treatment Plant Operator"

Adopted: 03/02/82

Revised: 06/07/95, 01/26/10, 04/18/11

Reviewed: 10/22/09