

Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 01/05/2023

## **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 oversees plant operations. In the absence of the Chief Wastewater Treatment Plant Operator, the incumbent is responsible for the entire plant operation and has direct supervision over plant maintenance, carried out by the Wastewater Treatment Plant Maintenance Superintendent. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees plant operations, including treatment and disposal activities, in coordination with the Chief Wastewater Treatment Plant Operator;  
Coordinates maintenance activities with plant operations;  
Monitors alarm system for plant and pumping station operations;  
Makes regular rounds of the plant, checking equipment, personnel and buildings being watchful for unusual conditions;  
Assists in daily process control decisions necessary to ensure the proper treatment of wastewater;  
Responsible for training of new operations staff;  
Ensures proper staffing for each operations shift;  
Assists in preparing plant operating policy;  
Aids in budget preparation, particularly relating to plant operation and maintenance;  
Assists with payroll;  
Evaluates performance of operations employees;  
Assists with the interviewing and recommendation process for the hiring of operations and maintenance positions;  
Assists in maintaining a computerized plant Operation and Maintenance Manual;  
Enforces county work rules, reports all violations, and initiates disciplinary action when required.

**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; thorough knowledge of the principles and applications of physics, chemistry and biology, as applied to wastewater treatment and disposal; thorough knowledge of the flow process and interrelationship of various parts of the treatment process; ability to stay abreast of rapid changing technology; ability to operate and monitor a plant supervisory control and data acquisition system (SCADA); ability to upgrade skills by continuing education; 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:**

Possession of a Grade 3A Wastewater Treatment Plant Operator certificate **AND** Either:

- (A) Possession of Bachelor's Degree in chemistry, biology, environmental science, or closely related field **AND** two (2) years of experience in the operation and maintenance of a wastewater treatment plant, one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in chemistry, biology, environmental science, or closely related field **AND** three (3) years of experience in the operation and maintenance of a wastewater treatment plant, two (2) years of which must have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in the operation and maintenance of a wastewater treatment plant, three (3) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTES:**

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 04/25/1974

Revised: 03/02/1982, 06/07/1995, 01/26/2010, 04/18/2011, 10/01/2019, 01/05/2023

Title changed from "Assistant Sewage Treatment Plant Operator": 06/07/1995