

Civil Division: Oneida County Government, Towns & Villages
Jurisdictional Class: Competitive
Villages – Non-Competitive
EEO Category: Skilled Craft
Revised: 05/03/11

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position which involves responsibility for learning the duties and routines involved in the operation and maintenance of a wastewater treatment plant. An appointee undergoes on-the-job training to become qualified as a first-level operator. The duties involve assisting in the operation and maintenance of a waste-water treatment plant, by aiding a certified operator and/or maintenance personnel. The work is performed under immediate supervision of a Senior Wastewater Treatment Plant Operator, or other supervisor, who functions as shift leader. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs study and reading assignments, observes demonstrations and other-wise learns the techniques of operation and maintenance of a wastewater treatment plant;
Learns and assists in the operation and adjustment of pumps, valves, motors, screens and related mechanical equipment;
Learns and assists in the inspection, maintenance and repair of pumps, motors, valves, screens and related mechanical equipment;
Learns and assists in the taking of samples and making tests for control of plant operation;
Cleans channels, screens, tanks and other equipment using hand and power tools and equipment;
Learns and assists in the preparation and maintenance of activity records and preparation of reports concerning plant operation;
Performs increasingly responsible duties, as assigned, in the operation and maintenance of a wastewater treatment plant;
Operates a light motor vehicle in the performance of duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of elementary principles of mathematics, chemistry and general science; working knowledge of hand tools and their use; ability to learn principles and procedures relating to the operation and maintenance of a wastewater treatment plant; ability to observe safety practices; ability to understand and interpret written material; ability to develop skill in the operation and minor maintenance of pumps, valves and related mechanical equipment; ability to get along well with others; ability to read scales and gauges; ability to understand and follow oral and written instructions; mechanical aptitude; good hand and eye coordination.

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

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NOTE: Trainee appointments are for a period of up to one (1) year; during which time, employees are required to satisfactorily complete the training and experience requirements of the NYS Department of Environmental Conservation for the grade certificate appropriate to the plant designation. Upon satisfactory completion of certificate requirements, incumbents will be advanced to the title of Wastewater Treatment Plant Operator.

SPECIAL REQUIREMENTS: Eligibility for a current valid NYS 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 change from "Sewage Treatment Plant Operator Trainee"

Adopted: 07/05/89

Revised: 07/06/95, 08/13/97, 11/25/97