

Civil Division: All Civil Divisions
Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 01/11/2018

WATER 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 water 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 water treatment plant, by aiding a certified operator and/or maintenance personnel. The work is performed under immediate supervision of a Certified Water Treatment Plant Operator. 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 otherwise learns the techniques of operation and maintenance of a water treatment plant;
Learns and assists in the operation and adjustment of chlorinators, pumps, valves, motors, and related mechanical equipment;
Learns and assists in the inspection, maintenance and repair of pumps, motors, valves, and related mechanical equipment;
Learns and assists in the making of chemical tests of water for color, odor and taste;
Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;
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 water treatment plant;
Operates a light motor vehicle in the performance of duties;
Performs custodial duties in connection with maintenance of buildings and grounds.

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; working knowledge of application codes, rules and regulations; ability to learn principles and procedures relating to the operation and maintenance of a water 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.

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

continued...

WATER TREATMENT PLANT OPERATOR TRAINEE

page two

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 Sanitary Code for the grade certificate appropriate to the plant designation. Upon satisfactory completion of the appropriate level certificate, incumbents will be advanced to the title of Water Treatment Plant Operator.

Adopted: 04/01/1999

Revised: 07/08/2005, 02/19/2008, 05/03/2011; 01/11/2018