

## ASSISTANT WASTEWATER TREATMENT PLANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Engineer, the incumbent in this class directs the administrative activities of a large wastewater treatment system as second in command and performs administrative duties in the operation and maintenance of the facilities connected with a wastewater treatment and disposal system. Supervision is exercised over a small number of wastewater treatment plant operators in one or more plants and a number of maintenance employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance and operation of the wastewater disposal plant and pumping stations;

Supervises the maintenance of the wastewater disposal system;

Keeps records and makes reports of plant operations;

Orders and supervises the allocation of materials and supplies;

Requisition of materials;

Checks on consumer complaints of wastewater system;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a Type B Wastewater Treatment Plant with facilities for chemical precipitation, separate sludge digestion, biological treatment, sand filtration, microfiltration and ultraviolet disinfection or equivalent similar technologies; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; 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 laboratory and field tests for control of plant operations; good knowledge of basic administrative techniques; ability to plan and lay out work for others; ability to act quickly in any emergency; ability to keep records and prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the operation of a wastewater treatment plant, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: The appointing authority is responsible for verifying and ensuring that the candidate meets the following conditions at time of appointment and throughout the course of their employment:

1. Possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles.
2. Possession of a valid Wastewater Treatment Plant Operator Grade 4 certification issued by New York State Department of Environmental Conservation.