

ASSISTANT CHIEF WATER TREATMENT PLANT OPERATOR TYPE IA PLANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this title provides technical administrative, coordination and scheduling support to the Chief Water Treatment Plant Operator Type IA Plant. This position requires the employee to monitor and regulate the various data and reports that are necessary for the proper compliance, safety and efficiency of a Type IA Water Treatment Plant (designated capacity of over 2.5 million gallons per day). The Assistant Chief Water Treatment Plant Operator Type IA Plant differs from the Water Treatment Plant Operator IA title due to the higher degree of independence, initiative and responsibility delegated by the Chief Water Treatment Plant Operator and Operations Director in the daily operations and functions of the facility. Supervision is exercised over operators, trainees, or other personnel assigned to the treatment plant. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Chief Water Treatment Plant Operator in creating the schedule for annual operator demonstration of capability testing and bi-annual proficiency testing as set by the New York State Department of Health and Water Quality Manager to ensure all operators are in compliance;

Makes daily inspection of plant and plant machinery;

Performs or supervises performance of necessary tests for control of plant operation;

Uses independent judgment to review data that is taken from bench top and online instrumentation for accuracy and inputs the information into a water information management system for final review by the Chief Water Treatment Plant Operator prior to submission of permanent record to Health Department;

Investigates and submits recommendations to the Chief Water Treatment Plant Operator for corrective action in the event of erroneous data;

Maintains records and prepares periodic reports on the operation of the plant for use by the Chief Water Treatment Plant Operator and Operations Director;

Provides technical supervision and instruction to Water Treatment Plant Operators IA and IIA and trainees;

Anticipates the scheduling needs of the water treatment plant and makes recommendations to Chief Water Treatment Plant Operator to ensure coverage for routine and non-routine projects;

May be required to provide shift coverage for the Water Treatment Plant Operator IA;

Assists in requisitioning materials and maintaining inventory of supplies, chemicals and equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices used and equipment required in the operation and maintenance of a Type IA Water Treatment Plant with facilities for the application of filtration with pretreatment or chemical softening devices; working knowledge of the principles and application of physics, chemistry and bacteriology as they relate to water purification; 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 tests for water quality; ability to make routine laboratory and field tests for control of plant operation; ability to understand and carry out oral and written instructions; ability to plan and supervise the work of subordinates; mechanical aptitude; alertness and dependability; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; tact; integrity; sound professional judgment; courtesy; neat personal appearance; positive customer service approach; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a current Water Treatment Plant Operator Grade IA certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code and one (1) year of supervisory experience in the operation, maintenance, design or repair of water works facilities.

SPECIAL REQUIREMENT: Possession of a current Water Treatment Plant Operator IA Certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code at time of appointment. The appointing authority is responsible for verifying that the certification is renewed every three years throughout employment.

Towns & Villages
Cities of Rye and Peekskill
Special Districts
J.C.: Competitive
JZH1
1a

Job Class Code:0981