

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents perform varied duties related to wastewater treatment, while participating in a continuous in-service training program. Trainees receive on-the-job training while performing limited duties of an operational nature under close supervision. Trainee appointments are for a period of one year during which time employees are required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for an operator's certificate appropriate to their assigned treatment plant. At the end of the one year traineeship, incumbents receiving satisfactory evaluations, and who have the appropriate operator's certificate will be advanced to the title of Wastewater Treatment Plant Operator for the appropriate grade without further examination. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of the operation and maintenance of a wastewater treatment plant;

Learns and assists in the operation, inspection, maintenance and adjustment of pumps, valves, screens, and related mechanical equipment;

Learns and assists in monitoring the performance and operation of mechanical devices to process wastewater;

Learns and assists in controlling the quantity and quality of solids processed through the use of laboratory test procedures, flow measuring devices and control instrumentation;

Learns and assists in monitoring unit process variables and makes changes, as directed, to achieve operational goals;

Learns and assists with start up and shut down of wastewater treatment processes, as directed;

Learns and assists in the recording of the quality of treated wastewater;

Learns and assists with mechanical maintenance, adjustment, inspection and cleaning of equipment, as directed;

Assists with maintenance, including painting and providing a neat, orderly work area;

Learns and assists in the preparation of operational reports and keeps unit process logs and records as directed;

Practices safety awareness at all times;

Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant;

May perform custodial duties in connection with maintenance of buildings and grounds;

EXAMPLES OF WORK (Con't)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to learn the methods used in the operation and maintenance of water treatment facilities; ability to repair, operate and maintain appurtenant equipment; ability to read, understand and carry out oral and written directions; ability to read, understand and record data from gauges, scales, and meters; ability to keep records and give simple 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 functions of the position; ability to get along well with others; mechanical aptitude; alertness; dependability; ability to get along well with others; good judgment; resourcefulness; dependable; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.

Towns & Villages
Special Districts
Cities of Rye & Peekskill
J. C.: Competitive
WPP1
1a

Job Class Code: 0592