

WASTEWATER TREATMENT PLANT-SHIFT LEAD OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Directs the operation of the wastewater treatment plant and pumping station during assigned shifts. The work involves responsibility for directing a shift of wastewater treatment plant operators and maintainers, with emphasis on process control. The work is performed under the general supervision of the Senior Wastewater Treatment Plan Operator. Supervision is exercised over subordinate employees in the performance of their assigned duties. Employees must use their own good judgment in delegating work, emergency situations, and dealing with public. Does related work as required.

TYPICAL WORK ACTIVITIES: Issues instructions and guidance on the regulation of plant processes on their responsible shift; Prepares shift reports on plant operations; Supervises shift work and ensures that facilities and employees comply with all Federal and State Safety Regulations; Is responsible for completeness, accuracy and submission of all required logs, reports, and time sheets Delegates shift work assignments to plant Operators and Maintainers; Operates all plant equipment and major unit processes; Provides quick response and direction in emergency situations; Provides input for budget preparation; Enforces work rules, reports all violations, and initiates disciplinary action when required

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the practices used and the equipment required in the operation and maintenance of a Wastewater Treatment Plant; Good knowledge of the operations of a modern wastewater treatment plant; Working 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 supervise and delegate work to subordinates; Ability to make routine laboratory and field tests for control of plant operations; Ability to understand and carry out oral and written instructions, Mechanical aptitude and manual dexterity; Ability to work with computer programs including, Windows based Excel and Word; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS FOR ACCEPTANCE OF APPLICATIONS: Either:

(a) AAS degree from a duly accredited university or school, plus three months *operating experience* as a Grade 3 Operator at a wastewater treatment plant, or

(b) Graduation from high school or possession of an equivalency diploma and six months *operating experience* as a Grade 3 Operator at a wastewater treatment plant.

MINIMUM QUALIFICATIONS FOR GRADE 3 OPERATIONS:

1. Graduation from an accredited college or university with an Associate of Applied Science (AAS) degree in a New York State Department of Environmental Conservation approved curriculum; and
2. Completion of an appropriate course of instruction approved by the New York State Department of Environmental Conservation; and Not less than eighteen months of satisfactory experience in the actual operation of a wastewater treatment plant with a point score of 56 or greater, and facilities of the appropriate type; and

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3. The ability to conduct the routine laboratory and field tests required for the control of the operation of a wastewater treatment plant with such facilities.

Grade 3 can use one of the following options to meet the minimum education requirements.

The *operating experience* discussed under these options is required in addition to the *approved operating experience*.

QUALIFYING OPTIONS FOR GRADE 3 OPERATIONS: (Must also have required duration of *approved operating experience - 18 months*).

- a) AAS degree from a duly accredited university or school in a NYSDEC approved curriculum, or
- b) AAS degree from a duly accredited university or school, plus eighteen months *operating experience* at a wastewater treatment plant, or
- c) AA degree with thirty credit hours of math and/or science from a duly accredited university or school, plus eighteen months *operating experience* at a wastewater treatment plant, or
- d) High school or equivalency diploma and three years of *operating experience* at a wastewater treatment plant.

SPECIAL REQUIREMENTS: Wastewater treatment plant with a point score of 56 or greater. The candidate must possess a Grade 3 certificate issued under the provisions of the New York State Department of Environmental Conservation. Must maintain the certificate during the entire length of appointment.

DEFINITIONS:

Operating Experience: Is defined as work experience at a wastewater treatment plant with a SPDES permit. A minimum of fifty (50) percent of the work experience must include hands-on operation of all unit processes at the WWTP.

Approved Operating Experience: Is defined as work experience at a wastewater treatment plant with a SPDES permit having the same or higher point score for which certification is being sought. Point score for which certification is being sought. A minimum of fifty (50) percent of the experience must include hands-on operation of all unit processes at the WWTP.

Adopted: 11/6/06 (Competitive)

Revised: 3/27/09

Revised: 12/18/13