

## **CHIEF WATER/ WASTEWATER TREATMENT PLANT OPERATOR (SAUGERTIES)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for functioning as the second level supervisor and as the operator of a water distribution system serving 1,000 people or more. In addition, the incumbent functions as the operational head of a Type 2 wastewater treatment plant, and a Type 2A wastewater treatment plant. The work is carried out in accordance with established procedures and involves the efficient operation and maintenance of the facilities. The class differs from that of Water/Wastewater Treatment Plant Operator in that this title is a second level supervisory position. The incumbent functions as an “Operator” in the water distribution system pursuant to the Rules and Regulations of the New York State Department of Health. The work is performed under the general supervision of the Water/Wastewater Administrator with leeway allowed in the exercise of independent judgment and initiative in work methods. In the absence of the Administrator, the employee may assume responsibility for the administration of the department. Supervision is exercised over the work of all subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees and has day-to-day operational responsibilities for the water and wastewater treatment facilities;

Operates pumps, valves, motors, air compressors and related machinery and equipment;

Oversees the administrative duties associated with the water and wastewater billing program and works closely with the software vendors, when the need arises;

Makes inspections of the water distribution system and its’ related machinery and equipment and performs maintenance work and makes minor repairs, when necessary;

Performs tests necessary for the control of plant operations, including taking samples of water and wastewater;

Maintains cooperative contract with other municipalities, the Ulster County Health Department, the New York State Department of Environmental Conservation, the State Department of Health and other agencies and professionals in the field in complying with various requirements:

Records readings from plant meters and gauges and maintains a log of related records for all plant operations;

Regulates and adjusts chlorinators;

Treats and disposes of sludge;

Assists the Administrator in responding to customer issues and/or complaints and addresses the concerns;

Assists in the supervision of staff and the scheduling and assigning of work duties;

May prepare vouchers and associated paperwork for the payment of expenses, in the absence of the Administrator;

May participate in repair operations, which involve the use of equipment to open and close road surfaces;

May perform other various system maintenance duties;

May perform various grounds keeping and other system maintenance duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the practices used and equipment required in the operation, maintenance and repair of a water distribution system; good knowledge of the practices used and equipment required in the operation and maintenance of a Type 2 wastewater treatment plant; good knowledge of the practices used and equipment required in the operation and maintenance of a Type 2A wastewater treatment plant; working knowledge of the principles and applications of chemistry and bacteriology as applied to wastewater treatment and disposal; working knowledge of the principles and applications of chemistry and bacteriology as applied to water purification; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with a variety of agencies, co-workers, subordinates and the public; ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control of plant operation; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Possession of a valid Grade D Water Treatment Certificate. Certificate qualifications shall consist of education, training and practical experience as defined in Subpart 5-4 of the New York State Sanitary Code; **AND**

B. Eighteen (18) months of experience in the operation and maintenance of a water distribution system serving 1,000 people or more; **AND**

C. Possession of a valid Grade 2A Wastewater Certificate issued by the New York State Department of Environmental Conservation. Certificate qualifications shall consist of education, training and practical experience as defined in Part 650 of the Department of Environmental Conservation Regulations; **AND**

D. Eighteen (18) months of experience in the operation of a wastewater treatment plant with a point score of 31 or greater, with facilities for the activated sludge process. \*

\* As determined by the New York State Department of Environmental Conservation plant scoring system which is based on type and complexity of the wastewater treatment plant.

Special Requirement: Incumbents who operate motor equipment must possess and continuously maintain an appropriate level New York State Driver's License.

Special Note: The Type 2 Wastewater Treatment plant referred to in this specification would be one having a point score of 31-55\*, with facilities for any biological, physical or chemical treatment process other than the activated sludge and the stabilization or oxidation pond process and a Type 2A wastewater treatment plant, having a point score of 31-55\*, with facilities for the activated sludge process, or any similar process, including all modifications.

ULSTER COUNTY  
1238 CH WW TPO  
Classification: Competitive  
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