

WATER/ WASTEWATER SUPERINTENDENT (VILLAGE OF ELLENVILLE)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for functioning as the administrative head of both a Type IIB Water Treatment Plant, without facilities for filtration which treats 2.5 million gallons per day or less, and serves more than 1000 people, and a Type 3 Wastewater Treatment Plant, having a point score of 56-75* with facilities for any biological, physical or chemical treatment process other than the activated sludge and the stabilization or oxidation pond process. The work is carried out in accordance with established procedures and involves the efficient operation and maintenance of the facilities. The incumbent functions as an "Operator" in the water treatment plant pursuant to the Rules and Regulations of the New York State Department of Health, and, in addition, as an "Operator" in the wastewater treatment plant pursuant to the Rules and Regulations of the New York State Department of Environmental Conservation. Work is performed under the general direction of a municipal board or official. Supervision is exercised over the work of subordinate employees. 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 responsible charge of the overall operation of the water and wastewater treatment facilities;

Prepares and administers the departmental budget;

Maintains cooperative contact with other municipalities, the County Health Department, the Department of Environmental Conservation and other agencies and professionals in the field in complying with various requirements;

Incumbents supervise and participate in the following:

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

Performs maintenance work and makes minor repairs to machinery and equipment;

Regulates and adjusts chlorinators;

Washes filter beds and settling basins;

Takes samples of water for testing;

Makes necessary tests for control of plant operation;

Records readings from meters and gauges;

Treats and disposes of sludge;

Adds chlorine to wastewater;

Takes samples of wastewater for testing;

Supervises the work of subordinate employees;

Assists in the training of new employees;

Keeps a log of plant operations and related records;

Performs various grounds keeping and system maintenance duties such as those of a Water/ Wastewater Maintenance Worker.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices used and equipment required in the operation and maintenance of a Type IIB water treatment plant; good knowledge of the practices used and equipment required in the operation and maintenance of a Type 3 wastewater treatment plant, having a point score of 56-75*, with facilities for any biological, physical or chemical treatment process other than activated sludge and the stabilization or oxidation pond processes; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to water purification; working knowledge of the principles and practices of supervision; 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 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 IIB 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 operating experience at a Grade IIB or higher level water treatment plant; **AND**
- C. Possession of a valid Grade 3 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 operating experience at a wastewater treatment plant with a point score of 56 or greater.

*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.

ULSTER COUNTY

7841 W/W SUP VE

Classification: Non-Competitive

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Adopted: May 25, 1999