

MCSC Adopted 10/23/03
MCSC Revised 12/1/05
MCSC Reviewed 9/7/06
MCSC Revised 4/2/09
MCSC Revised 2/17/11

Code 5520

WATER/WASTEWATER PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning, assisting and performing the duties and routines in the operation of a municipal water or wastewater treatment facility. Initially, during a brief training period, the incumbent learns and assists in the operation of the City's water or wastewater treatment plant and undergoes on-the-job-training to become qualified as an operator of a water or wastewater treatment plant. Following the training period, the incumbent will then be responsible for performing the duties solo, with only general oversight from an Operator and/or Senior Operator. The term of the appointment is limited to eight (8) months more than the minimum time required to obtain the appropriate operators certificate, during which time the employee is required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a Grade IIA Public Water Supply Operator Certificate or New York State DEC Grade 3 Wastewater Certificate. When training is completed and the Certificate is obtained, Trainees will be appointed as Water Plant Operator or Assistant Operator -Wastewater Plant without further civil service testing. The work is performed under the direct supervision of the Chief Operator or Shift Operations Supervisor. The Water or Wastewater Operator Trainee performs related work as required.

TYPICAL WORK ACTIVITIES:

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation of a water or wastewater treatment plant;
Learns and assists all of the aspects of a water or wastewater treatment plant including, pretreatment, mixing, settling, filtration, pumping, and chemical addition;
Operates and adjusts pumps, valves and related mechanical equipment;
Conducts physical and chemical tests required to operate a water or wastewater system;
Calibrates automatic feeding equipment to insure proper feed rates;
Reads and records pressures, temperatures, flows and vacuum which are common in the operation of a water or wastewater plant;
Operates electrical and mechanical equipment common to a water or wastewater treatment plant;
Prepares and maintains activity records and reports;
Uses computer and instrumentation for control and operation of the water or wastewater treatment process;
Performs preventative maintenance diagnostics, and preventative duties such as monitoring equipment for excessive vibration or high temperatures;
Monitors and assesses equipment performance and maintains process operations by using total production operation principles of CLAIR (clean, lubricate, adjust, inspect, repair);
Performs minor electrical and instrumentation responsibilities such as calibration of instruments;
Performs minor service and repairs to mechanical equipment such as replacing V-belts on small rotating equipment, disconnecting/reconnecting pipes, removing/installing small equipment, minor plumbing repairs, etc.
Ensures cleanliness and safety of facilities by maintaining and cleaning work areas and promoting same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the elementary principals of chemistry and general science; ability to learn principles and procedures relating to the operation of a Water or Wastewater Treatment Plant; ability to develop skill in the operation of pumps, valves, and related mechanical equipment; ability to read gauges and correctly record readings; mechanical aptitude; good general intelligence; good observation; dependability; ability to get along

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(continued)

with others; ability to understand and follow oral and written instructions; industry and dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience working in the operation or maintenance of mechanical or electrical equipment.

NOTE: Additional appropriate education beyond high school graduation may be substituted for experience; additional experience beyond two (2) years cannot be substituted for high school graduation.