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## **WATER/WASTEWATER TREATMENT 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 and maintenance 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 –trainings to become qualifies 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 work is performed under the direct supervision of the Chief Operator or Shift Operations Supervisor. The Water/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);  
Ensures cleanliness and safety of facilities by maintaining and cleaning work areas and promoting same.

(over)

## WASTE/WATER PLANT OPERATOR TRAINEE

(continued)

### **Full Performance Knowledge, 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 observation; dependability; ability to get along 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:**

(A) Graduation from high school or possession of a high school equivalency.

### **Special Requirements for Completion of the Traineeship:**

- (A) The candidate will be required to take and pass a civil service examination for Water/Wastewater Treatment Plant Operator Trainee and be reachable on the eligible list.
- (A) Upon successful completion of the one-year supervised training period, the candidate is required to submit the necessary paperwork to the NYS DEC and obtain all required water/wastewater treatment plant licenses and certifications.

The minimum "post-examination" traineeship is eight weeks; the maximum is one (1) year, at which time the incumbent will become permanent and past probation as a Trainee. The incumbent will automatically promote to the Operator title without further examination upon receiving the appropriate water/wastewater treatment plant licenses and certifications. If the incumbent fails to obtain the water/wastewater treatment plant licenses and certifications, he/she can be removed from the position even after passing the probationary period in accordance with Local Rule XV 2(a). The civil service examination, DEC qualifications and continuing maintenance of licensure are required in order to maintain employment in this field.