



Chief Wastewater Treatment Plant Operator

Job Specification
Classification: Competitive
Series: Wastewater Treatment
Level: 5 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Wastewater Plant series and is responsible for overseeing the operations of wastewater processing, lab tests, and wastewater treatment by ensuring policies and procedures are implemented and followed. Responsibilities include supervising staff, assigning and directing operations, preparing annual budget proposals, and developing and approving required reports. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops, administers, and monitors department budget, including allocating resources and recommending expenditures.
- Monitors compliance with applicable federal, state, and local laws, ordinances, standards, and regulations; prepares and submits reports to federal and state regulatory agencies regarding wastewater system operations, testing results, and compliance monitoring plans.
- Coordinates inventory management activities, ensuring availability of applicable supplies and materials to facilitate efficient operations within the department.
- Prepares, reviews, and tracks payroll and associated information, including sick, vacation, and leave time; verifies payroll and submits to appropriate personnel.
- Reviews operating procedures to ensure adherence to maintenance, operation, and safety procedures; reviews and evaluates a variety of operational data from computer reports, daily logs, meters and gauges; enters data as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Wastewater treatment and reclamation principles, methods, and practices;
- Data analysis and interpretation methods;
- Budgetary practices and principles;
- Recordkeeping practices and log maintenance;
- Occupational health and safety procedures;
- Safe work practices;
- Federal and state regulatory report writing practices;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Supervise and evaluate staff;
- Assign and monitor work;
- Use a computer and related software applications;
- Train others in policies and procedures related to the job;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Analyze problems on site, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and administer budgets;
- Prepare reports using established regulatory guidelines;
- Compile data and information;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in engineering; microbiology; chemistry, public health technology or closely related field and 3 years of experience in the operation of at least a 4A facility, one year of which shall have been in a supervisory capacity; or
- (B) Associate's Degree in engineering; microbiology; chemistry, public health technology or closely related field and 5 years of experience in the operation of at least a 4A facility, one year of which shall have been in a supervisory capacity.

MINIMUM QUALIFICATIONS FOR PROMOTION: 2 years experience as Wastewater Treatment Plant Process Worker III; or 2 years experience as an Operation and Maintenance Supervisor; or an equivalent combination of experience in these titles.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Possession of a Grade 4A Wastewater Treatment Plant Operator Certificate issued by the NYS Department of Environmental Conservation at time of appointment. Must maintain certification for continued employment.

Classification history:

Revised: 3/20/2012