



Chief Water Treatment Plant Operator

Job Specification
Classification: Competitive
Series: Water Treatment Plant
Level: 5 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Water Plant series and is responsible for overseeing the operations of water treatment and distribution, lab tests, and water 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 on 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 water 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.
- Oversees and reviews water distribution, treatment, and lab test data to determine if equipment is functioning correctly and optimally; ensures supplies are adequate to properly process water and maintain compliance with regulations.
- Prepares, reviews, and tracks payroll and associated information, including sick, vacation, and leave time; verifies payroll and submits to appropriate personnel.
- Attends seminars, trainings, and conferences necessary to maintain appropriate certifications and ensure proper training of subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Water distribution and collection system components;
- Principles and practices necessary in the operation and maintenance of a water treatment and related facilities;
- Data interpretation methods;
- Budgetary practices and principles;
- Applicable tools and equipment for plant maintenance;
- Recordkeeping practices and log maintenance;
- Occupational health and safety procedures;
- Safe work practices;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Supervise and evaluate staff;
- Assign and monitor work;
- Scheduling and timing of water plant operations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to: (continued)

- Use a computer and related software applications;
- Train others in policies and procedures related to the job;
- Analyze problems on site, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and administer budgets;
- 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: Graduation from high school or possession of a high school equivalency diploma, successful completion of appropriate level water treatment operator courses approved by NYS DOH and 10 years* of operating experience, one year operating experience at a Grade IA water treatment plant and 1 year at a minimum of a grade IIA water treatment plant.

***Educational Substitutions:**

- (A) A NYS Professional Engineer’s License or 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, Natural Science, or related field may be substituted for 8 years of experience (a minimum of 2 years operating experience at the level described above must be obtained if this substitution is used); or
- (B) Associate’s Degree in Applied Science with at least a one semester course in water treatment plant operations may be substituted for 6 years of experience (a minimum of 4 years operating experience at the level described above must be obtained if this substitution is used); or
- (C) Associate’s Degree in Applied Science may be substituted for 4 years of experience (a minimum of 6 years operating experience at the level described above must be obtained if this substitution is used).

MINIMUM QUALIFICATIONS FOR PROMOTION:

- (A) Two (2) years experience in the position of Water Treatment Plant Maintenance Supervisor; or
- (B) Four (4) years of experience in the position of Water Treatment Plant Operator; or
- (C) An equivalent combination of experience in the above named positions.

SPECIAL NECESSARY REQUIREMENT:

Candidate must possess IA certification issued by the NYS DOH at time of appointment. Must maintain certification for continued employment.

Licensing Requirements: Valid NYS driver’s license.

Classification history:

Revised: 3/20/2012