



# Wastewater Treatment Plant Process Worker Trainee

Job Specification  
Classification: Competitive  
Series: Wastewater Treatment  
Level: 1 of 5

**DISTINGUISHING FEATURES OF THE CLASS:** This is the entry level of the Wastewater Treatment series, and is unlicensed with its principle focus on orientation and training. Incumbent will assist more experienced workers on projects. Responsibilities include performing routine and defined tasks, such as taking samples for laboratory tests, assisting with adjustments, and assisting on maintenance projects. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Performs routine preventative maintenance work on the plant facility under direction of senior staff, which includes: making repairs as needed on pumps, plumbing and piping systems, and conveyors, and performing routine lubrication and maintenance of equipment and/or performing other related activities.
- Performs routine tests laboratory tests under direction of senior staff.
- Operates, inspects, and monitors pumps, air compressors, pump stations, and other plant facilities or related equipment.
- Maintains and updates log books; records reading of meters, gauges, and scales according to federal and state guidelines.
- Performs daily inspections of buildings, machinery, and equipment; reports any problems to supervisor.
- Fabricates material for repair of machines and equipment, which may involve welding and/or acetylene cutting.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Wastewater treatment plant operations and disposal systems;
- Basic laboratory tests and equipment;
- Applicable tools and equipment for plant maintenance;
- Recordkeeping practices and log maintenance;
- Safe work practices;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Use tools necessary in making general repairs and adjustments to motors, pumps, and other equipment;
- Understand and carry out oral and written instructions and prepare simple written reports;
- Follow lab procedures;
- Keep maintenance and wastewater test results and logs according to guidelines;
- 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.

Licensing Requirements: Valid NYS driver's license.

**SPECIAL NECESSARY REQUIREMENT:**

Must obtain proper grade certificate issued by the NYS Department of Environmental Conservation within 2 years of appointment.

**Classification history:**

Revised: 5/16/2006; 6/20/2006; 3/20/2012