



Wastewater Treatment Plant Process Worker I

Job Specification
Classification: Competitive
Series: Wastewater Treatment
Level: 2 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Wastewater Treatment series and is licensed. This level often requires the individual to work alone at the facility, be responsible for all types of problem solving tasks, be the first line responder at an anomaly or emergency event and performance of operational adjustment tasks to assure efficient wastewater treatment. Responsibilities also include assisting other workers on projects and performing routine laboratory tests. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Operates, inspects, and monitors pumps, air compressors, pump stations, and other plant facilities or related equipment, making operational adjustments to same as required.
- 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.
- Assists in inspecting plant equipment and remote facilities and reports on failures or operating difficulties; stops and starts equipment as required for repair; cleaning, lubricating, and performs routine maintenance of plant equipment and facilities.
- Collects samples of wastewater and other materials at scheduled times; performs standardized control tests; operates, adjusts, and maintains chemical feed equipment to ensure compliance with established standards.
- Maintains and updates log books; records reading of meters, gauges, and scales according to federal and state guidelines.
- Reads meters to determine and document chemical levels and water usage. Determines and controls proper chemical dosage rates according to established guidelines.
- Repairs a variety of wastewater collection and disposal equipment, including pumps, motors, electrical and hydraulic operating systems, and other related equipment; 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 and reclamation principles, methods, and practices;
- 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:

- Perform routine maintenance and make operating adjustments to wastewater equipment;
- Recognize unusual, inefficient or dangerous operating conditions and take appropriate action;
- Read and record data from various meters and gauges;

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

Ability to: (continued)

- 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:

Possession of a Grade 2, 3 or 4 (with or without the A designation) Wastewater Treatment Plant Operator Certificate issued by the NYS Department of Environmental Conservation at time of appointment. Must maintain at least a Grade 2 certification for continued employment.

Classification history:

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