

Wastewater Treatment Plant Process Worker II

Job Specification
Classification: Competitive
Series: Wastewater Treatment
Level: 3 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the third level of the Wastewater Treatment series and is licensed. This level often requires that the individual work alone as the sole employee 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. The individual would be placed as crew chief over subordinates and be responsible for planning and executing maintenance and repairs to large equipment or special operational assignments involving two to three subordinates. Additional responsibilities include conducting performance tests and demonstrations to train subordinate employees; and performing routine laboratory tests. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Maintains, operates and checks the operation of all collection systems, incineration systems, and filter press facilities; operates, inspects, and monitors pumps, valves, and other equipment by hand or mechanical means to regulate the flow of wastewater.
- 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.
- 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.
- Performs automotive maintenance and upkeep for assigned vehicles; uses assigned procedures and documentation in following established routines.
- Performs routine and higher level maintenance at plant facilities and grounds including washing down facility daily, maintaining grounds, the sludge handling facilities including odor control and performing general housekeeping duties; performs maintenance of plant machinery, equipment, piping and structures; cleans air diffusers, clears blockages from pipes and valves; performs repairs as necessary.
- Acts as crew chief and conducts training exercises as assigned.
- Monitors plant operations and maintains and updates log books; records reading of meters, gauges, and scales according to federal and state guidelines.

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.

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

Ability to: (continued)

- 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;
- Read and interpret plant piping and distribution diagrams and schematics;
- 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: Either

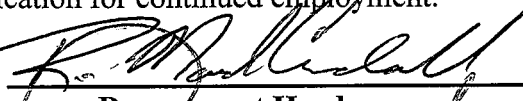
- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant an Associate's Degree or higher in engineering; microbiology, chemistry, public health technology, or a closely related field; and 2 years experience at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 4 years experience at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation in the maintenance, repair and/or operation of equipment; or
- (C) An equivalent combination of training and experience as defined by the limits above.

MINIMUM QUALIFICATIONS FOR PROMOTION: Possession of a Grade 3A Wastewater Treatment Plant Operator Certificate issued by the NYS Department of Environmental Conservation within 2 years of appointment and a minimum of 2 years experience as a Wastewater Treatment Plant Process Worker I.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Possession of a Grade 3A or 4A Wastewater Treatment Plant Operator Certificate issued by the NYS Department of Environmental Conservation within 2 years of appointment. Must maintain at least a grade 3A certification for continued employment.

Approved by:  Date: 22 Nov 2019
Department Head

Approved by:  Date: 11-21-19
City Manager

Classification history:
Revised: 5/16/2003; 3/20/2012; 11/19/2019