



Wastewater Treatment Plant Process Worker III

Job Specification
Classification: Competitive
Series: Wastewater Treatment
Level: 4 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the fourth level of the Wastewater Treatment series, is licensed, and is responsible for performing complex operational and maintenance projects at the plant with oversight of assigned staff. Operational duties and responsibilities are second only to the Chief Operator and include full operational control and management of multiple facility processes together with assigned staff, operational control of a host of complex mechanical, pneumatic, hydraulic and electrical equipment, running the incinerator; making and recommending long-term operational adjustments; reviewing performance data and assisting with state reporting; performing routine laboratory tests; and providing work direction to plant staff. Incumbent at times will work alone as the sole employee at the facility and be responsible for all operational decisions and first line responses to anomalies and emergency events. Incumbent may be assigned extra duties such as facility training officer or facility safety officer. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Serves as lead to staff which includes prioritizing and assigning work and training employees on work methods.
- Monitors daily operations of assigned equipment, including fluid bed incinerator, sludge press, trickling filter, and/or activated sludge plant; maintains and updates daily reports and makes operational adjustments as needed.
- Reviews and analyzes data for process control and regulatory reporting. Troubleshoots operation problems, recommends long-term adjustments in flow and dosage rates, and ensures efficient operation.
- 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 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.
- Performs daily inspections of facilities, buildings, and equipment; assists with troubleshooting and tear-down of equipment. Ensures proper inventory levels for various types of maintenance and installations.
- Prepares a variety of reports and documents for federal and state regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Wastewater treatment and reclamation principles, methods, and practices;
- Basic laboratory tests and equipment;
- Training practices and principles when assisting new technicians;
- Applicable tools and equipment for plant maintenance;
- Recordkeeping practices and log maintenance;
- Safe work practices;

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

Ability to:

- Report writing techniques to meet regulatory guidelines;
- Applicable federal, state, and local laws, rules, and regulations.
- Assign and monitor work;
- Perform routine maintenance and make operating adjustments to wastewater equipment;
- Recognize unusual, inefficient or dangerous operating conditions and take appropriate action;
- Analyze, 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;
- Write reports within established guidelines and procedures;
- 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 an Associate's Degree or higher in engineering; microbiology, chemistry, public health technology, or a closely related field; and 3 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 5 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: 2 years experience as a Wastewater Treatment Plant Process Worker II or 4 years 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 at time of appointment. Must maintain at least a 3A certification for continued employment.

Classification history:

Revised: 5/15/2006; 3/20/2012