



# Water Treatment Plant Operator Trainee

Job Specification  
Classification: Competitive  
Series: Water Treatment Plant  
Level: 1 of 5

**DISTINGUISHING FEATURES OF THE CLASS:** This is the first level of the Water Plant series and is responsible for performing basic and directed activities of monitoring water production and chemical levels, conducting basic lab tests, and performing assigned housekeeping activities. The incumbent does related work as required.

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

- Performs routine maintenance work on the filter plant facility, which includes: performing filter backwashes; oiling, greasing, cleaning, painting, and calibrating water treatment equipment; emptying and changing chlorine tanks; and/or, performing other related activities.
- Performs laboratory tests under direction of senior staff, including turbidity, chlorine residual, and pH testing; calibrates lab equipment for proper lab results.
- Performs maintenance of building and grounds as assigned, including operation of mowers, chain saws, snow removal equipment, and painting supplies.
- Reads meters to determine and document chemical levels and water usage.
- 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:

- Water treatment plant operating policies and procedures;
- 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;
- Sample and test chemical requirements for potable water supplies;
- Follow lab procedures;
- Keep maintenance and water 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:**

Candidate must obtain IIA certification as issued by the NYS DOH within 2 years of appointment. Must maintain certification for continued employment.

**Classification history:**

Adopted:

Revised: 3/20/2012