ASSISTANT CHIEF WATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:  This is a supervisory and technical position involving responsibility for assisting the Chief Water Treatment Plant Operator for the safe and efficient operation and maintenance of a water treatment plant (with design capacity greater than 2.5 mgd) containing facilities for filtration with pretreatment or a chemical softening process.  This position differs from that of a Senior Water Treatment Plant Operator by virtue of its supervisory capacity and responsibility for total supervision of the operation in the absence of the Chief Water Plant Operator.  Direct supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance assistants as assigned by the Chief Operator.

TYPICAL WORK ACTIVITIES:  (Illustrative only)

- Performs duties of Chief Operator in his absence;
- Supervises and participates in the operation of a plant to assure the most efficient and economical use of equipment, supplies and manpower;
- Makes daily inspection of plant and plant machinery;
- Assists in making or supervising the necessary tests for control of plant operation;
- Assists in the instruction of operators, trainees and other subordinate employees;
- Conducts periodic examinations of plant equipment and coordinates the necessary repairs and maintenance;
- Assists in conducting special studies for improvement of water quality and plant operations;
- Requisitions materials;
- Maintains records and prepares periodic reports on the operation of the plant;
- Oversees the addition of copper sulfate to the Alcove Reservoir to control algae;
- Supervises the implementation of instructions of the Chief Operator in the regulation of chlorinators and chemical feeders;
- Prepares employee payrolls;
- Maintains inventory of supplies, chemicals and equipment;
- Prepares employee schedules;
- Assists in conducting safety programs;
- Coordinates the daily activities at a water treatment plant;
- Performs other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices used and equipment required in the operation and maintenance of a water treatment plant (with design capacity greater than 2.5 mgd) containing facilities for filtration with pretreatment or a chemical softening process;
- Good knowledge of the operations of a modern water treatment plant;
- Good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification;

SEE REVERSE SIDE
• Skill in the operation of manual and power tools;
• Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment;
• Ability to make routine laboratory and field tests for control of plant operation;
• Ability to supervise the work of subordinates;
• Ability to deal effectively with others;
• Mechanical aptitude;
• Alertness and dependability;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Either:

1. Graduation from a New York State registered or regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor of Science degree and two (2) years of satisfactory fulltime paid experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, chemical softening or any similar process; OR

2. Eligible for a professional engineers license issued by the State of New York and possession at the time of permanent appointment and two (2) years of approved experience as described in (1) above; OR

3. Graduation from a New York State registered or regionally accredited two (2) year college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in applied science and four (4) years of satisfactory fulltime paid experience as described in (1) above; OR

4. Graduation from high school or possession of a New York State equivalency diploma and six (6) years of approved experience as described in (1) above;

   **AND**

B. Satisfactory completion of the appropriate courses of instruction approved by the New York State Department of Health;

   **AND**

C. Possession of a Grade IA Certificate issued under the provision of the New York State Sanitary Code.