

## **ASSISTANT CHIEF WATER TREATMENT PLANT OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and technical position involving the responsibility of daily tasks associated in a water treatment plant with design capacity greater than 2.5 million gallons per day (1A Treatment Plant) utilizing processes and equipment for advanced coagulation, sedimentation, filtration and chlorination as primary means of disinfection. The Assistant Chief works directly with the Chief Operator, Water Plant Facilities Manager and Maintenance Manager as part of the facilities administrative team overseeing and supervising daily process functionality, operation, maintenance, engineering and project design and staff to continue to deliver high quality, dependable, efficient, cost effective potable water to the citizen of Albany and surrounding communities. In the absence of the Chief Water Plant Operator, direct supervision is exercised over operators, trainees, and mechanical and maintenance staff as assigned by the Chief Operator or Facilities Manager. The Assistant Chief should work to continuously develop, promote and maintain a higher level of efficiency in process operations, process equipment functionality, Monthly Operator Report (MOR) accuracy and staff morale throughout the facility.

### **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 and develops Monthly Operating Reports and work to assure accuracy;
- Maintains records and prepares periodic reports on the operation of the plant;
- Supervises the implementation of instructions of the Chief Operator in the regulation of hypochlorite injection pH control and other chemical processes;
- Prepares and approves employee payroll time;
- Maintains inventory of supplies, chemicals and equipment;
- Prepares employee schedules;
- Coordinates Operations Staff routine maintenance functions;
- Assists in conducting safety programs;
- Coordinates the daily activities at a water treatment plant;
- Promotes and implements the latest advancements in technology as related to water treatment, operations, SCADA and processes throughout the facility;
- Promotes Operator training and advanced education related to the latest treatment techniques and standards as well as CEU requirements;
- 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 advanced coagulation, sedimentation, filtration, chlorination and pH control;
- 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;
- Skilled in the use of a personal computer, laptop and tablet devices as well as a working knowledge of Microsoft Office Suite;
- Working knowledge of Supervisory Control and Data Acquisition (SCADA);
- 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;
- Ability to work as part of a team or work alone in instance where needed;
- Good decision making with the ability to express justification verbally or through writing;
- 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.

Revised:  
8/28/02  
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