

Jurisdictional Class: Competitive  
Adopted: August 6, 2014  
Revised:

**ASSISTANT CHIEF WATER TREATMENT PLANT OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative work involving responsibility for assisting the Chief Water Treatment Plant Operator in supervising the safe and efficient operation and maintenance of a Water Treatment Plant classified under the provisions of the New York State Department of Health Sanitary Code. The position may also be assigned responsibility for operation and maintenance of the distribution system associated with the treatment plant. This position will also be responsible for developing, implementing, and maintaining comprehensive and continuing education/training programs, including developing standards and guidelines for new and seasoned employees. Such programs will ensure proper training on and use of all equipment; ensure safety education and practices; reduce infractions which could result in potentially hazardous conditions; provide supervisory training and guidance as needed; as well as any other areas that need to be addressed. The work will include monitoring and assessing work to determine deficiencies within the department that may need to be addressed and provide appropriate education. Work is performed under the general supervision of the Chief Water Treatment Plant Operator or Environmental Manager with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel, and mechanical and maintenance assistants. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in the supervision of the operation of the plant to assure the most efficient and economical use of equipment, supplies, and personnel;

Develops, implements, and maintains comprehensive and continuing education/training programs to address the needs of the department and may conduct portions of the formalized training programs;

Develops standards and guidelines for new and seasoned employees to ensure proper training on all aspects of their job;

Monitors and assesses the work performance of all employees to identify and establish where additional training and/or guidance is needed to improve the operations and efficiency of the department;

Establishes training schedules to instruct and keep employees current on all aspects of safety in the workplace and monitors performance to ensure the continued use of such safety practices and protocols;

Evaluates and continually updates the content of all training programs to address new and innovative developments;

Makes or assists in the daily inspection of plant and plant machinery;

Makes or assists in the supervision of necessary tests for control of plant operation;

Issues instructions for the regulation of chlorinators and chemical feeders;

Schedules and supervises the cleaning and washing of filters;

Supervises and instructs operators, trainees, and other subordinate employees;

Conducts periodic examinations of plant equipment and directs necessary repairs and maintenance;

Conducts special studies for improvement of water quality and plant operations;

May be assigned responsibility for operating and maintaining the distribution system associated with the treatment plant;

Requisitions materials and maintains inventory of supplies, chemicals, and equipment;

Maintains records and prepares periodic reports on the operation of the plant;

Assists in the preparation of the annual budget;

Functions as the Chief Water Treatment Plant Operator in his/her absence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Water Treatment Plant pursuant to the classification of the plant;

Good knowledge of the operations of a modern water treatment plant;

Good knowledge of the operation and maintenance of a water distribution system;

Good knowledge of the principles and applications of physics, chemistry, and bacteriology as they relate to water purification;

Good knowledge of the principles and practices of conducting a staff development program;

Ability to supervise 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 plan and supervise the work of subordinates;

Ability to make assessments, analyze findings, and implement various corrective actions;

Ability to coordinate and administer continuing education/training programs to meet the needs of the agency;

Ability to plan and develop curricula and lesson plans;

Ability to analyze jobs, functions, and problems;

Ability to write clear and accurate reports and records;

Mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of supervisory, administrative, and/or safety and skill-development program experience in the operation and maintenance of a Water Treatment Plant, six (6) months of which must have been in the operation of a water treatment plant with a level of complexity equivalent to this plant classification, and possession of a current appropriate Grade-level Water Treatment Plant Operator certificate issued by the New York State Department of Health for the designated plant classification as governed by the provisions of the New York State Sanitary Code.

**NOTE:** If the position involves responsibility for operation and maintenance of the water distribution system, possession of a Distribution System Operator certificate issued under provisions of the New York State Sanitary Code is required at time of appointment.