

Senior Water Treatment Plant Operator (Type A Plant) NCP Tompkins County

Department: Town of Ithaca

Classification: Competitive

Approved: 11/2022 by RP

By: RP, Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE NON-COMPETITIVE PROMOTIONAL EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

- An applicant must possess certification from the New York State Health Department in water treatment plant operation at the time of appointment and, appropriate certification must be maintained for the duration of employment.
- A valid New York State driver's license acceptable to the Commission's insurance carrier is required at the time of appointment and must be maintained for the duration of employment.
- The physical ability to lift and routinely handle weights up to 50 Pounds is required at the time of appointment and must be maintained for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves high level routine and important shift work involving responsibility for the efficient operation and maintenance of Type IA water treatment plant. This type of plant contains facilities for conventional treatment and disinfection of municipal water supplies. This position will be responsible for the daily operation and management of the ELAP accredited laboratory. The work is performed under the general supervision of the Production Manager/ Lab Director with moderate level of autonomy and independent decision making. Incumbent will assist the Production Manager in treatment, water quality issues and customer service. Supervision may be exercised over the work of Water Treatment Plant Operators, Assistant Operators, laborers and other subordinate employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Monitors pump, valve and SCADA equipment used to ensure adequate distribution of potable water throughout the Bolton Point municipal water system;

Operates pumps, valves, motors and related machinery and equipment

Acts as the Lab Quality Assurance Officer;

Maintains lab documentation, instruments, supplies, coordinates sampling (internal and external), performs quality assurance duties;

Act as lead on the Lead & Copper program, coordinating sampling and outreach programs;

May coordinate or assist in coordinating with outside entities for source water sampling;

May coordinate or assist in coordinating customer concern appointments and customer follow up;

Performs maintenance work and makes repairs to machinery and equipment including but not limited to, pumps, valves, pipes, etc.,

Inspects and monitors pump stations and plant facilities,

Regulates and adjusts chlorinators,

Washes filter beds and settling basins,

Takes samples of water for testing,

Makes necessary tests for control of plant operations,

Keeps a log of plant operations and related records, including developing and maintaining a Filter Surveillance Program,

Assists in the instruction of trainees,

Supervises the work of other subordinate employees;

Performs a variety of custodial and maintenance duties in connection with the maintenance of the Plant and grounds;

Assists other departments with various tasks as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices used and equipment required in the operation and maintenance of the water treatment plant;

Working knowledge of the principles and procedures relating to operation and maintenance of a water treatment plant including emergency operations

Good knowledge and skill in the operation and maintenance of pumps, valves and related mechanical equipment

Good oral and written communication skills;

Familiarity with the elementary principles of chemistry and general science

Ability to accurately create legible records;

Ability to operate computers;

Ability to meet deadlines while performing in a supervised atmosphere;

Ability to understand and follow both oral and written instructions

Must be customer service oriented with an ability to maintain interpersonal relationships;

Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to repair problems that are likely to occur;

Must maintain a neat, alert, self-aware and dependable appearance;

Performs duties in a cooperative, courteous and professional manner;

Ability to get along well with others utilizing tact and courtesy are required

Alert, observant, independent, and dependable

Safe driving habits are required.

The employee's physical condition shall be commensurate with the demands of the position with or without reasonable accommodation.

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