

# **Water Treatment Plant Operator (Type A Plant) Tompkins County**

**Department:** SCLIWC - Town of Ithaca  
**Classification:** Competitive  
**Approved:** 0  
**Revised:** 10/96; 5/99; 2/14  
**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS: EITHER:**

A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in applied science or related field; OR

B) Graduation from high school or possession of a high school equivalency diploma AND one year of experience in a public water utility.

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

## **SPECIAL REQUIREMENTS:**

An applicant must possess an "IIA" certification from the New York State Health Department in water treatment plant operation at the time of appointment. 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.

A performance test may be required after a medical examination but prior to appointment.

Must work safely, and follow safety rules and procedures.

## **ANTICIPATED ELIGIBILITY:**

If you are actively working on IIA certification and anticipate completion at some point during the life of the list, you may apply under the terms of anticipated eligibility. Your status will be marked "restricted" until proof of documentation showing all requirements have been met. Lists are normally established for one-year.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine but important shift work involving responsibility for the efficient operation and maintenance of Type IA water treatment plant. This type of plant contains facilities for filtration and chemical pre-treatment of municipal water supplies. The work is performed under the direct supervision of the Production Manager or designee. Supervision may be exercised over the work of 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

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,  
Assists in the instruction of trainees,  
Supervises the work of laborers and 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:**

Ability to learn the practices used and equipment required in the operation and maintenance of the water treatment plant;  
Ability to learn the principles and procedures relating to operation and maintenance of a water treatment plant including emergency operations  
Ability to develop 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.

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