

WASTEWATER TREATMENT PLANT OPERATOR / TRAINEE

Tompkins County

Department: Village of Dryden
Classification: Competitive
Approved: 4/20/07
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS

Graduation from high school **OR** possession of a high school equivalency diploma

MINIMUM REQUIREMENTS FOR COMPLETION OF THE TRAINEESHIP:

There are two components to completing the traineeship: qualification with the State DEC and qualification on a civil service examination appropriate to the Wastewater Treatment Plant Operator Trainee title.

1. Upon successful completion of the one-year supervised training period, the applicant is required to submit the necessary paperwork to the NYS DEC and obtain all required wastewater treatment plant licenses and certifications.
2. The employee will be required to take a civil service examination for Wastewater Treatment Plant Operator Trainee, pass and score among the top three.

The minimum "post-examination" traineeship is eight weeks. The maximum "post-examination" traineeship is (1) one year, at which time the incumbent will become permanent and past probation as a Trainee. The incumbent will automatically promote to the Operator title without further examination upon receiving the appropriate wastewater treatment plant licenses and certifications. If the incumbent fails to obtain the wastewater treatment plant licenses and certifications he or she can be removed from the position even after passing the probationary period in accordance with the local Civil Service Rule XIV, Subsection 2. The civil service examination, DEC qualifications and a continuing maintenance of licensure are required in order to maintain employment in this field.

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

DISTINGUISHING FEATURES OF THE CLASS

This is a trainee position involving responsibility for learning the duties, responsibilities and routines involved in the operation and maintenance of a Wastewater Treatment Plant. The successful applicant will have a basic knowledge of science and elementary chemistry. A good knowledge and/or aptitude in the following areas is highly desirable; plumbing, electrical and mechanical systems. The incumbent will undergo on-the-job training to become qualified as a wastewater treatment plant operator and will assist in all aspects of the operation and maintenance of a wastewater treatment plant. An employee in this class is required to satisfactorily complete the training and experience requirements of the New York State Department of Conservation for a license appropriate for the facility within one year of appointment. The work will be performed under the direct supervision of a licensed Wastewater Treatment Plant operator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Learn the techniques of operation and maintenance of the wastewater treatment plant;
- Learn and assist in operation and adjustments of pumps, motors, valves, screens and related mechanical equipment;
- Learn and assist in the inspection, maintenance and repair of pumps, motors, valves and related mechanical equipment;
- Learn and assist in the required laboratory analysis including but not limited to pH, temperatures, chlorine residual, and settleable solids;
- Perform housekeeping duties as required in all areas of the facility;
- Learn and assist in the preparation and maintenance of activity records and reports;

- Perform increasingly responsible duties in the operation and maintenance of the wastewater treatment plant.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Basic knowledge of plumbing, electric, overall mechanics, basic chemistry and general science; Ability to follow oral and written instructions;
- Ability to learn principles and procedures relating to the operation of the facility;
- Basic keyboarding and computer skills including a knowledge of Microsoft WORD and EXCEL.