

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 05/11/87

Revised: 06/13/95, 05/19/97, 04/06/05, 02/28/18, 04/03/19, 09/07/22

ASSISTANT CHIEF WASTEWATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position which involves assisting the Chief Wastewater Treatment Plant Operator in the safe and efficient operation and maintenance of a Type 4A wastewater treatment plant utilizing an activated sludge process. The incumbent assists the Chief Operator in scheduling and assigning operators to shifts; training and supervising operators, trainees and other plant employees; overseeing the treatment and disposal of sludge; developing, implementing and evaluating plant programs; and overseeing the conduct of laboratory tests and other analyses. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision is exercised over operators, trainees, laboratory staff, and other plant personnel. The Assistant Chief Wastewater Treatment Plant Operator acts for and in place of the Chief Wastewater Treatment Plant Operator in the Chief Operator's absence or as otherwise assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Chief Operator in supervising and directing the operation and maintenance of the Wastewater Treatment Plant to assure the most efficient and economical use of equipment, supplies and personnel;

Schedules, assigns and oversees the work of operators, trainees, laboratory staff and other plant personnel;

Trains and instructs plant operators, trainees and other plant personnel;

Inspects plant facilities and equipment daily;

Assists Chief Operator in overseeing the treatment and disposal of sludge;

Assists Chief Operator in overseeing the maintenance and repair of machinery;

Contacts representatives from federal, state and local agencies as required including the Environmental Protection Agency and the New York State Department of Conservation;

Assists Chief Operator with the preparation of the annual operating budget estimates and monitors budget expenditures for approved budgets;

Creates and maintains a variety of records and reports relative to the operation of the plant;

Inventories and requisitions supplies, chemicals, equipment and materials;

Acts for and in place of the Chief Wastewater Treatment Plant Operator as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in the operation and maintenance of a wastewater treatment plant; thorough knowledge of federal, state and local laws and regulations applicable to wastewater treatment; good knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater treatment systems; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; ability to plan and supervise the work or others; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

- (a) Either:
1. Possession of a Bachelor's degree including at least 30 credit hours of math and/or science; or
 2. Possession of an Associate's degree in a New York State Department of Environmental Conservation approved curriculum and eighteen (18) months operating experience at a wastewater treatment plant; or
 3. Possession of an Associate's degree and three (3) years operating experience at a wastewater treatment plant; or
 4. Possession of an Associate's degree which must have included at least thirty (30) credit hours of math and/or science and three years operating experience at a wastewater treatment plant; or
 5. Graduation from high school or possession of a high school equivalency diploma and six (6) years operating experience at a wastewater treatment plant;

And

- (b) Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation;

And

- (c) Two (2) years operating experience at an activated sludge wastewater treatment plant with a point score of 76 or greater [Note: this experience is in addition to that required in sections A(2), A(3), A(4) and A(5)].

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

1. Possession of a current grade 4A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said certificate for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.