

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/09/82
Revised: 06/13/95, 05/19/97, 02/28/18, 09/07/22

ASSISTANT CHIEF WATER TREATMENT PLANT OPERATOR (TYPE IA PLANT)

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position which involves assisting the Chief Water Treatment Plant Operator in the safe and efficient operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process, and including ancillary facilities such as an intake screen cleaning system, process waste facilities with thickeners and presses, booster chlorination systems, and water pumping stations. The incumbent assists the Chief Operator in scheduling and assigning operators to work activities and shifts; training and supervising operators, trainees, and other plant employees; 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 Water Treatment Plant Operator, with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work, and in dealing with emergency situations. Direct supervision is exercised over operators, trainees, laboratory personnel, and maintenance staff. The Assistant Chief Water Treatment Plant Operator acts for and in place of the Chief Water Treatment Plant Operator in the Chief Operator's absence or as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in supervising and directing the operation and maintenance of the water treatment plant, pumping stations, intake facilities and waste handling facilities, to ensure the efficient and economical use of equipment, supplies, personnel, and budgeted funds;

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;

Makes lists for building and grounds maintenance activities at plant and ancillary facilities, and assigns work accordingly;

Makes daily inspection of plant, plant equipment and processes; makes periodic inspections of ancillary facilities as appropriate;

Issues or assists in issuing instructions for the regulation of chemical feed systems at the water treatment plant and ancillary facilities;

Oversees the routine scheduling for the cleaning of the sedimentation basins, missing chambers, plant filtration cleaning systems, waste neutralization system, thickener cleaning, screw press cleaning, chemical tank cleanings, and similar and related work;

Assists with working with onsite contractors engaged in maintenance activities, plant upgrades, plant or water quality studies, process studies, etc.;

Assists in maintaining inventory of supplies, chemicals, equipment, and parts, including requisitioning and ordering the identified items;

Assists in, and directs, the collection of data and documentation of activities for daily, weekly, monthly and annual reports;

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

Keeps current on regulations that govern reporting requirements, training requirements, laboratory sampling and analysis, and safety;

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

Acts for and in place of the Chief Water Treatment Plant Operator as assigned;

May direct and assist in conducting special studies for improvement of water quality, plant operations, and related processes.

Assistant Chief Water Treatment Plant Operator (Type IA Plant)

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process; thorough knowledge of federal, state and local laws and regulations applicable to water treatment; good knowledge of the processes, equipment, tools and terminology used in the maintenance and repair of water treatment plants and ancillary facilities; good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification; good knowledge of plant safety regulations and procedures; working knowledge of relevant computer systems, software, office software, radio systems and SCADA; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and written directions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to analyze and organize data and prepare records and reports; ability to make routine laboratory and field tests for control of plant and ancillary facility operations; ability to successfully work with and serve a diverse local community; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Environmental Science, Engineering, Natural Resource Management or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant with facilities for filtration with pretreatment, chemical softening, or any similar process; or
- B. Possession of an Associate's Degree in Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum, and three (3) years of full-time paid experience, or its part-time paid equivalent, in the operation of a Type IA water treatment plant with facilities for filtration with pretreatment, chemical softening, or any similar process; or
- C. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience, or its part-time paid equivalent, in the operation of a water treatment plant, at least two (2) years of which was at a Type IA water treatment plant with facilities for filtration with pretreatment, a chemical softening, or any similar process.

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 IA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code at the time of appointment and maintenance of said certification for the duration of employment.

2. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.