

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 03/30/64

Revised: 02/13/96, 05/19/97, 07/11/12, 02/28/18, 04/03/19, 09/04/19, 09/07/22

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Wastewater Treatment Plant. The incumbent in this position undergoes on-the-job training to become qualified as an operator of a Wastewater Treatment Plant. The incumbent assists in the operation and maintenance of a Wastewater Treatment Plant. Does related work as required.

Employees serve a training term, the duration of which is the time period required for the employee to obtain a Grade 3 A certificate as an "Assistant Operator" pursuant to the provisions of Part 650 of the NYS Department of Environmental Conservation regulations; provided, however, that the maximum duration of the training term shall be four-and-one-half (4 1/2) years. The employee is required to obtain the Grade 3A Assistant Operator certificate within this four-and-one-half (4 1/2) year period. Once an employee in this class has obtained the appropriate operator's certificate, and successfully completed his/her probationary period, the employee is eligible for promotion to the position of Wastewater Treatment Plant Operator without further examination.

TYPICAL WORK ACTIVITIES:

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a Wastewater Treatment Plant;

Learns and assists in the operation, adjustment, maintenance, and replacement of pumps, valves, screens, and related mechanical equipment;

Attends, participates in and successfully completes the required basic operations, activated sludge, laboratory skills, and technical and management classes required for operator certification;

Trains in the safety procedures required for wastewater treatment plant operators;

Learns and performs a variety of building repair, maintenance and custodial duties in and around the plant;

Learns and assists in the inspection, monitoring, maintenance and repair of pumps, valves, screens, and related mechanical equipment;

Learns how to operate all aspects of the plant processes, including anaerobic digesters, cogeneration equipment, tertiary phosphorus removal facility and activated sludge process;

Learns and assists in the reading, calibrating, adjustment, operation, maintenance, troubleshooting and repair of instruments and controls;

Learns and assists in the making of tests to determine chlorine residual, settleable solids, total solids, total suspended solids and volatile suspended solids;

Cleans channels, screens, tanks and other equipment;

Learns and assists in the preparation and maintenance of activity records and reports;

Performs increasingly responsible duties as assigned in the operation and maintenance of a Wastewater Treatment Plant;

Performs a variety of building maintenance and custodial duties at the plant.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Familiarity with and ability to apply the elementary principles of chemistry, biology, microbiology, physics, hydraulics and general science; familiarity with and ability to apply the elementary principles of algebra, geometry, trigonometry and general math; computer literacy, including basic proficiency with word processing, spreadsheet and database programs; good observation skills; mechanical, technical or trades aptitude; ability to learn principles and procedures relating to the operation and maintenance of a Wastewater Treatment Plant; ability to develop skill in the operation and maintenance of instrumentation, pumps, valves, and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions, including technical operation and maintenance manuals; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. 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; or
- B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least twelve (12) college credit hours of math and/or science coursework; or
- C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least two years of high school mathematics and at least two years of high school science; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above

Note: College degrees must have been awarded by, and college coursework completed at, 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, or college coursework completed at, 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 REQUIREMENT: Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.