Herkimer County

Chief Wastewater Treatment Plant Operator, Type 3A Plant

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory, administrative, and technical position involving responsibility for overseeing the safe and efficient operation and maintenance of a Type 3A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications). General direction is received from the appointing authority but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance assistants. Administrative duties include budget preparation, maintaining plant records, and compliance with regulatory agency requirements. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies, and manpower;
- Schedules and assigns shift duties;
- Makes daily inspection of plant and plant machinery;
- Makes or supervises necessary tests for control of plant operations;
- Prepares monthly performance reports, including usage and projections;
- Supervises the treatment and disposal of sludge;
- Supervises the maintenance and repair of machinery and equipment;
- Assigns plant personnel to shifts;
- Instructs and supervises operators, trainees and other subordinate employees;
- Maintains inventory of supplies, chemicals and equipment;
- Requisitions materials for continuous plant operation;
- Maintains records and prepares periodic reports on the operation of the plant;
- Prepares and administers the annual plant budget;
- Attends monthly and special meetings of the Herkimer Co Sewer Board (county service only);
- Responds to public inquires and complaints.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type 3A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications); good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; good knowledge of budgetary procedures; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; mechanical aptitude; alertness and dependability; ability to prepare statistical reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must meet or exceed the New York State Department of Environmental Conservation minimum educational and operating experience requirements in order to receive certification as a Grade 3A Wastewater Treatment Plant Operator.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment.

SPECIAL REQUIREMENTS FOR APPOINTMENT TO THE POSITION

Must be a legal resident of Herkimer County throughout the duration of appointment in accordance with New York State Public Officers Law (county service).

SPECIAL NOTE: In the Town of Webb the Chief Operator may oversee the maintenance and care of town building, recreational facilities and parks.

Competitive Class
Adopted 09/27/1983
Revised 10/02/2012 PO
Revised 10/08/2019 PO
Revised 10/20/2026 PO