

CHIEF WASTEWATER TREATMENT PLANT OPERATOR GRADE 4A ACTIVATED SLUDGE PLANT

DISTINGUISHING FEATURES OF THE CLASS:

This is an important managerial, supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Grade 4A Wastewater Treatment Plant with process facilities for screening, grit removal, primary settling, overflow retention, activated sludge, final settling, chemical feed, post aeration, ultraviolet disinfection, odor control, gravity sludge thickening, sludge belt filter press dewatering, sludge digestion and thermal drying.

General direction is received from the Director or Municipal Utilities, or in the absence of the Director of Municipal Utilities, the City Manager, with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance personnel. The Chief Wastewater Treatment Plant Operator may be assigned responsibility for operation and maintenance of the sewer collection system. The Chief Wastewater Treatment Plant Operator does related work as required.

TYPICAL WORK ACTIVITIES:

- Manages and supervises the operation of the plant to ensure the most efficient, effective and economical use of resources, equipment, supplies and personnel;
- Makes regular plant inspections to ensure a safe and healthy work environment;
- Makes regular inspections of the plant and its equipment and coordinates with maintenance personnel to ensure repairs are executed in a timely manner;
- Supervises and conducts necessary tests and implements corrective process control actions as necessary to meet State Pollutant Discharge Elimination System (SPDES) discharge permit requirements;
- Supervises and instructs operators, trainees and other subordinate employees and assigns personnel to shifts accordingly to maintain plant operations;
- Requisitions materials and maintains inventory of supplies, chemicals and equipment;
- Maintains records and prepares periodic reports on the operation of the plant;
- Acts as plant liaison with officials from the New York State Department of Environmental Conservation;
- Coordinates and works in conjunction with other City personnel on activities involving industrial pretreatment issues and its impact on wastewater treatment plant operations;
- Ensures compliance with all environmental regulatory standards through the use of best wastewater industry practices;

- Completes or assists in the completion of all emergency, noncompliance, monthly and annual reports including but not limited to Discharge Monitoring Reports, CSO Annual Reports, Biosolids Report, Flow Certification Reports, and NY Alert;
- Coordinates plant operations with sewer collection system personnel as required, particularly during wet weather operating conditions; and
- Assists with annual budget proposal and manages WWTP operating budget in close coordination with Director of Municipal Utilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operations and maintenance of a Grade 4A Wastewater Treatment Plant containing facilities for screening, grit removal, primary settling, overflow retention, activated sludge, final settling, chemical feed, post aeration, ultraviolet disinfection, odor control, gravity sludge thickening, sludge belt filter press dewatering, anaerobic digestion and thermal drying; thorough knowledge of modern wastewater treatment practices and principles; good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to wastewater treatment; ability to plan, coordinate and oversee the repair of wastewater mechanical, electrical, and instrumentation process equipment; ability to plan and supervise the work of subordinates; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a New York State Department of Environmental Conservation (NYSDEC) Grade 4A Wastewater Treatment Operators License at the time of appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Class D Driver's License at the time of appointment.

Adopted February 2009

Revised: CSC mtg 8/8/2016, CSC mtg 6/13/22