

SUPERVISOR OF TREATMENT PLANT

Code No.: 3-14-046
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the operation of a Central Processing Facility which treats water plant wastes ensuring efficient operation and compliance with applicable discharge regulations. Reports directly to and works under general supervision of the Superintendent of Water and Waste Treatment with some latitude for independent judgment in the daily operations of the facility. General supervision is exercised over Electrical Maintenance Technician, Instrument Maintenance Technician, Water Quality Control Technician and Water Treatment Plant Foreman, as may be assigned. Employees of this class may assume the duties of the Superintendent of Water and Waste Treatment as necessary. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises plant operators in the performance of their duties and in their absence operates plant;

Instructs and directs operators to make minor operational changes;

Inspects plant machinery and equipment for possible maintenance and repairs;

Enforces safety practices;

Compiles data on sludge processing operations and maintains daily logs;

Monitors plant efficiency by reviewing laboratory analysis records;

Coordinates equipment and machinery operating schedules during routine maintenance;

Supervises and performs maintenance on the equipment;

Maintains records for inventory control;

Requisitions required supplies;

Prepares time reporting sheets for employees payroll;

Assumes duties of Superintendent of Water and Waste Treatment in his absence for shift scheduling and personnel assistance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the operation of an industrial waste water treatment facility specializing in inorganic sludgeprocessing; working knowledge of chemistry and bacteriology as related to the operation of a sludge processing industrial waste water treatment facility; working knowledge of the theory and operation of pumps, motors, starters, meters, gauges and other instruments associated with a sludge processing facility; ability to inspect equipment and machinery at sludge processing facility for required maintenance and repair of safety hazards; ability to make routine laboratory determinations of chemical, physical and bacteriological constituents of water; ability to interpret

laboratory test results as prescribed by the New York State Department of Environmental Conservation; ability to coordinate maintenance and repair programs for heavy equipment; ability to maintain accurate records; ability to read, understand and interpret technical information and follow complex written and oral instructions; ability to supervise and work well with others; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma plus five (5) years of paid full-time experience in the operation of a Type A water treatment facility; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Associate's degree in Applied Science, plus three (3) years of paid full-time experience in the operation of a Type A water treatment facility; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Eligibility for a New York State Health Department Grade I-A Water Treatment Operator's Certificate. Possession of this certificate at time of appointment.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 19, 1981

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