



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Wastewater Treatment Plant Operator
Jurisdictional Class: Non-Competitive*** (Population less than 5,000)
Civil Division: Villages
Adoption: CSM 2/8/95
Revised: CSM 12/18/02, 6/14/05, 2/11/15

DISTINGUISHING FEATURES OF THE CLASS: (ACTIVATED SLUDGE)

This position involves the responsibility during an assigned shift for the efficient operation and maintenance (including all modifications) of a wastewater treatment plant employing the activated sludge process. The work is performed under the general supervision of an operator qualified to be in charge of the operation of the plant. Supervision may be exercised over subordinate employees in the performance of their assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Starts and stops pumps, motors, air compressors, and related machinery and equipment;
Makes minor repairs to machinery and equipment;
Records readings from meters and gauges;
Treats and disposes of sludge;
Adds chlorine to wastewater;
Takes samples of wastewater for testing;
Makes necessary tests for control of plant operation;
Assists in the instruction of trainees;
Supervises the work of laborers and other subordinate employees;
Keeps a log of plant operations and related records;
Performs custodial duties in connection with maintenance of buildings and grounds;
May perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the practices used and the equipment required in the operation and maintenance (including all modifications) of an Activated Sludge Wastewater Treatment Plant with facilities for the activated sludge process;
Working knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to wastewater treatment and disposal;
Skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment;
Ability to read, understand, and record data from gauges, scales, and meters;
Ability to make routine laboratory and field tests for control of plant operation;
Ability to understand and carry out oral and written instructions;
Mechanical aptitude;
Alertness and dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(Based on the designated plant score of the Activated Sludge Plant)

VILLAGES OF AURORA, CAYUGA, MORAVIA, UNION SPRINGS, WEEDSPORT:

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

VILLAGE OF PORT BYRON:

Possession of a current Grade 2-A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation.