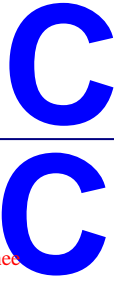




**CAYUGA  
COUNTY**

F:\Civil\Jobsp\Water & Waste  
Treatment Plant Operator Trainee



An Equal Opportunity - Affirmative Action Employer

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>WATER AND WASTEWATER TREATMENT PLANT OPERATOR TRAINEE***</b>
<b>JURISDICTIONAL CLASS:</b>	<b>Non-Competitive</b>
<b>CIVIL DIVISION:</b>	<b>VILLAGE OF WEEDSPORT</b>
<b>ADOPTION: CSM</b>	<b>10/18/00</b>
<b>REVISED: CSM</b>	<b>09/12/01</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. The incumbent undergoes on-the-job training to become qualified as an operator of a water treatment plant and a wastewater treatment plant. The position involves responsibility for learning the duties and assisting in the actual operation and maintenance of a water treatment plant and a wastewater treatment plant. Term of appointment is limited to one year during which time the trainee must satisfactorily complete the training and experience requirements of the New York State Departments of Health and Environmental Conservation for the certificates appropriate for the plants. Work is performed under the immediate supervision of a qualified operator. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water treatment plant and a wastewater plant;
- Learns and assists in the operation and adjustment of pumps, valves and related mechanical equipment;
- Learns and assists in the inspection, maintenance and repair of pumps, valves and related mechanical equipment;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant and a wastewater treatment plant;
- Learns and assists in the making of physical tests of water for color, odor and taste;
- Learns and assists in the making of chemical tests of water for alkalinity and residual and chlorine;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Learns and assists in the making of tests to determine chlorine residual;
- Cleans channels, screens, tanks and other equipment;
- Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;
- Prepares and maintains routine activity records and reports;
- May assist with snow removal and perform other DPW duties as assigned by Supervisor.

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

Familiarity with elementary principles of chemistry and general science;  
Good general intelligence;  
Ability to learn principles and procedures relating to operation and maintenance of a water and wastewater treatment plant;  
Ability to develop skills in the operation and maintenance of pumps, valves and related mechanical equipment;  
Ability to accurately read scales and gauges;  
Ability to understand and follow oral and written instructions;  
Ability to get along well with others;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

If the position involves the operation of motor equipment, possession of the appropriate level New York State Driver's License and/or Commercial Driver's License (CDL).