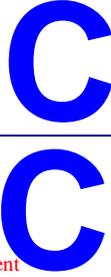




**CAYUGA  
COUNTY**



An Equal Opportunity Employer

# CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Water Treatment  
Plant Operator Trainee

<b>TITLE:</b>	<b>WATER TREATMENT PLANT OPERATOR TRAINEE</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE*** (***Population less than 5,000)</b>
<b>CIVIL DIVISION:</b>	<b>VILLAGES</b>
<b>ADOPTION: CSM</b>	<b>10/20/79</b>
<b>REVISED: CSM</b>	<b>1/8/03, 11/10/10</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. Term of appointment is limited to 1 year, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a certificate appropriate to the plant. Undergoes on-the-job training to become qualified as an operator of a water treatment plant; assists in the operation and maintenance of a water treatment plant; does related work as required. This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water treatment plant. The work is performed under immediate supervision of a qualified operator.

## 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;
- 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;
- 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 chlorine;
- Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters, and settling basins;
- Learns and assists in the preparation and maintenance of activity records and reports;
- May perform custodial duties in connection with maintenance of buildings and grounds;
- May drive snowplow with appropriate driver's license to assist in plowing village streets in winter;
- May assist with brush pickup, road maintenance, and drainage maintenance;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant.

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

Familiarity with elementary principles of chemistry and general science;  
Good general intelligence;  
Good observation;  
Mechanical aptitude;  
Ability to learn principles and procedures relating to operation and maintenance of a water treatment plant;  
Ability to develop skill in the operation and maintenance of pumps, valves, and related mechanical equipment;  
Ability to get along well with others;  
Ability to understand and follow oral and written instructions;  
Industry and dependability;  
Tact and courtesy;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school (or higher level) or possession of a high school equivalency diploma.

Note: If employee is required to operate a motor vehicle, the employee must possess the appropriate level driver's license.