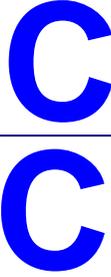




**CAYUGA
COUNTY**



An Equal Opportunity Employer

CIVIL SERVICE COMMISSION

Z:\Civil\JobSpecs\Wastewater Treatment
Plant Operator Trainee

TITLE:	WASTEWATER TREATMENT PLANT OPERATOR TRAINEE
JURISDICTIONAL CLASS:	NON-COMPETITIVE*** *** (Population less than 5,000)
CIVIL DIVISION:	VILLAGES
ADOPTION:	CSM
REVISED:	CSM 2/2/80, 2/8/95, 5/11/11

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position 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 length of traineeship for the plant where the position exists, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State DEC regulations for a certificate appropriate to the plant. Undergoes on-the-job training to become qualified as an operator of a wastewater treatment plant; assists in the operation and maintenance of a wastewater treatment plant; does related work as required. When not involved in wastewater plant operation, may perform laborer duties for the municipality. This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater 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 wastewater treatment plant;
- Learns and assists in the operation and adjustments of pumps, valves, screens, and related mechanical equipment;
- Learns and assists in the inspection, maintenance, and repair of pumps, valves, screens, and related mechanical equipment;
- Learns and assists in the making of tests to determine such things that may include chlorine residual, settleability, MLSS, pH, pounds, SVI, and/or sample collection;
- Cleans channels, screens, tanks, and other equipment;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant;
- May perform buildings and grounds maintenance tasks including, but not limited to, mowing, weed-eating, janitorial duties, snow removal, and painting;
- Performs other duties as assigned.

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

Familiarity with elementary principles of chemistry and general science;
Good general intelligence;
Good observation;
Ability to learn principles and procedures relating to operation and maintenance of a wastewater 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:

Graduation from high school or possession of a high school equivalency diploma.