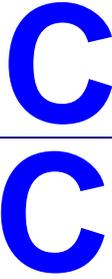




**CAYUGA  
COUNTY**

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Water & Waste Treat Plant Op



An Equal Opportunity - Affirmative Action Employer

# CIVIL SERVICE COMMISSION

<b>TITLE:</b>	<b>WATER AND WASTEWATER TREATMENT PLANT OPERATOR</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>VILLAGES OF CAYUGA &amp; WEEDSPORT</b>
<b>ADOPTION: CSM</b>	<b>03/12/97</b>
<b>REVISED: CSM</b>	<b>10/18/00, 10/10/01, 01/13/10</b>

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

This position involves responsibility for the operation, repair and maintenance of a village water and wastewater treatment plant including the construction, maintenance and repair of water and sewer lines. The incumbent may also have responsibility for ensuring the safe, sanitary and efficient operation of the water distribution system and may perform other maintenance duties in the village. Work is performed under supervision of a higher-level employee in accordance with established policy and leeway allowed for planning and carrying out the details of the work. The duties of this position may also include other related work as required.

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

- Makes frequent inspection of water and wastewater plants and equipment in order to check operations and execute repairs;
- Operates the plants to assure the most economical and efficient use of equipment and supplies;
- Performs necessary tests for control of plant's operation;
- May repair water mains, hydrants, meters and service lines to consumers' premises;
- Orders or purchases materials and supplies for plant operation;
- Maintains water and wastewater plant operating records;
- Aids in the excavation, repair and maintenance of water and sewer mains and lines;
- Oversees and participates in the construction of new water distribution systems installations and for developing a water leak detection program, hydrant flushing program and other sanitation programs;
- Installs, repairs and resets valves, meters, pumps and related equipment;
- Makes taps on water and sewer mains for customer service and the installation of valves, gates and fire lines;
- Collects water and wastewater samples for testing as required;
- Investigates water system leaks and takes appropriate corrective action;
- May maintain hydrants including exercising valves annually, winterization, maintains accessibility (brush and snow removal), coordinates repair, replacement and painting as required;
- May read water meters;
- Records readings of meters, gauges and scales;
- Regulates and adjusts chlorinators;
- May perform custodial duties in connection with maintenance of buildings and grounds;
- May operate motor vehicles including specialized construction trucks and equipment;
- May perform other maintenance duties as directed.

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

Working knowledge of the principles and procedures involved in the operation and maintenance of water and wastewater treatment plants;  
Working knowledge of the principles and practices in the operation of a municipal water distribution system;  
Working knowledge of the tools, equipment and terminology used in the repair and maintenance of water, water distribution and sewer systems and/or village public works activities;  
Good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification and sewage treatment and disposal;  
Ability to make routine laboratory and field tests for control of plant operations;  
Ability to read and interpret sketches and blueprints;  
Ability to follow oral and written directions;  
Ability to maintain records and prepare reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of the following current, valid certifications and/or licenses at time of appointment:

Village of Cayuga

1. Grade 2-A Water Treatment Operator certificate issued by the New York State Department of Health.
2. Grade 1 Wastewater Treatment Operator certificate issued by the New York State Department of Environmental Conservation.

Village of Weedsport

1. Grade 2-B Water Treatment Operator certificate issued by the New York State Department of Health.
2. Grade 2-A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation.
3. Grade D Water Distribution Operator certificate issued by the New York State Department of Health.
4. New York State Driver's License.
5. Commercial Driver's License (CDL) – Class B with air brake endorsement.