

**WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the operation and maintenance of a wastewater treatment plant operated by a municipality. Work is performed under administrative direction. Supervision is exercised over Plant Operations, Plant Attendants, and other staff assigned to the facility.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the interviewing and selection of new staff;

Plans work, assigns work schedule, and supervises the work of staff assigned to the wastewater treatment plant;

Reviews operating records and logs to identify problems and makes recommendations to correct the problem;

Operates pumps, motors, compressor, machinery and equipment used in connection with the operation of the wastewater treatment facility;

Provides training and direction to operators, attendants, and other staff assigned to the facility;

Conducts inspections of machinery and equipment to determine that everything is functioning properly;

Conducts chemical tests and periodic analysis of wastewater;

Orders supplies and makes recommendations with respect to equipment purchases;

Maintains a variety of records, logs, and reports relating to operation of the wastewater treatment plant;

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Meets with engineers, the administrative board of the municipality, or others, to discuss unique problems or situations that arise in connection with wastewater treatment operations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of the principles, practices, tools, and equipment used in the operation of the specific type of wastewater treatment plant being supervised; good knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to wastewater treatment operations; skill in the operation and repair of pumps, valves, and mechanical/electrical equipment; ability to plan and supervise the work of others; ability to present ideas clearly both orally and in writing; ability to understand and follow oral and written instructions; ability to understand and record data from gauges, scales, and meters; and mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the operation of wastewater treatment plant facilities.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A