

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Chief Water & Wastewater Treatment Plant Operator

**TITLE #:** 1149

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and technical work involving responsibility for the safe and efficient operation and maintenance of water and wastewater treatment plants in a municipality. Work is performed under the general direction of the appointing authority with wide leeway allowed to exercise independent judgment and initiative in planning work methods and dealing with emergency situations. Direct supervision is exercised over subordinate personnel. Incumbent may be required to work evenings and/or weekends. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower;

Performs daily inspection of plant equipment and directs necessary repairs and maintenance;

Establishes preventative maintenance and safety procedures;

Supervises the operation of pumps, valves, motors and related machinery and equipment;

Supervises the maintenance and repair of machinery and equipment;

Performs or supervises necessary tests for control of plant operation;

Oversees the regulation and adjustment of chlorinators and chemical feeders;

Supervises the treatment and disposal of sludge and the cleaning of channels, screens, tanks and other equipment;

Supervises and instructs operators and other subordinate employees and assigns shifts;

Repairs water mains, hydrants, meters, and service pipes to customer premises;

Investigates complaints and maintains proper customer relations;

Ensures compliance with state and federal regulations;

Requisitions materials and maintains inventory of supplies, chemicals and equipment;

Prepares and reviews annual department budget and monitors monthly expenditures;

Maintains records and prepares periodic reports on the operation of the plant.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practices used and equipment required in the operation and maintenance of water and wastewater treatment plants; thorough knowledge of the principles and application of physics, chemistry and bacteriology as applied to water purification and wastewater treatment and disposal; good knowledge of the operations of a water distribution system; good knowledge of laws and regulations pertaining to public water supply and wastewater treatment and disposal; ability to make routine laboratory and field tests; ability to read, understand and record data from gauges, scales and meters; ability to plan and supervise the work of subordinates; ability to understand and carry out oral and written instructions; ability to communicate clearly both orally and in writing; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Water Treatment Plant Certification and Wastewater Treatment Plant Certification issued under the provisions of the New York State Sanitary Code in a grade determined appropriate by the appointing authority and three (3) years of experience as a Water and Wastewater Treatment Plant Operator, one (1) year of which shall have involved supervisory responsibilities.

Note: May be required to possess a valid driver's license at time of appointment.

**JURISDICTIONAL CLASS:** Competitive

ADOPTED: 6/12/08 AT