

City of Canandaigua – Vacancy

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NYS HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

ASSISTANT WATER TREATMENT PLANT SUPERVISOR, TYPE A PLANT

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor of Science degree; OR
2. Eligibility for a professional engineer's license issued by the State of New York AND possession at the time of permanent appointment; OR
3. Possession of an Associate's degree in applied science AND four (4) years of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, or for chemical softening, or any similar process (If the curriculum is approved by the State Department of Health, the experience requirement may be reduced by a half to two and one-half years.); OR
4. Graduation from high school or possession of a New York State equivalency diploma AND eight (8) years of approved experience described in (3) above;

SPECIAL REQUIREMENTS WITHIN ONE YEAR OF APPOINTMENT:

- 1) Satisfactory completion of an appropriate course of instruction approved by the State Department of Health within one year from the date of appointment;
- 2) 12 months of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, or for chemical softening, or any similar process.

SPECIAL NOTE: Type A Plant whose designated capacity exceeds 2.5 million gallons per day requires: Eligibility for a Grade I-A certificate issued under the provisions of the New York State Sanitary Code.

All criteria made in accordance with the New York State Department of Health Sanitary Code.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the safe and efficient operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process. General direction is received from the Director of Public Works but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over the work of operators, trainees and other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the operation of the plant to assure the most efficient and economic use of equipment, supplies and manpower;
Leads and participates in Water Plant Maintenance Projects;
Makes daily inspection of plant and plant machinery;
Makes or supervises necessary tests for control of plant operation;
Issues instructions for the regulation of chlorinators and chemical feeders;
Schedules and supervises the cleaning and washing of filters;
Supervises and instructs operators, trainees and other subordinate employees;
Conducts periodic examinations of plant equipment and directs necessary repairs and maintenance;
Conducts special studies for improvement of water quality and plant operations;
Maintains inventory of supplies, chemicals and equipment;
Requisitions materials;
Maintains records and prepares periodic reports on the operation of the plant.

ASSISTANT WATER TREATMENT PLANT SUPERVISOR, TYPE A PLANT

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process; good knowledge of the operations of a modern water treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

REVISED: 3/6/06; 6/22/15; 9/15/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES