

City of Canandaigua – Vacancy

Under the NYS 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 WASTEWATER TREATMENT PLANT SUPERVISOR

MINIMUM QUALIFICATIONS: Possession of an appropriate Operator Certification for the Plant Grade as determined by the New York State Department of Environmental Conservation, AND:

1. Possession of a Bachelor's Degree AND 30 credit hours of math and/or science; OR
2. Possession of an Associate's Degree in a NYSDEC approved curriculum PLUS eighteen (18) months of operating experience at a wastewater treatment plant; OR
3. Possession of an Associate's Degree PLUS three (3) years of operating experience at a wastewater treatment plant; OR
4. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of operating experience at a wastewater treatment plant, AND
 - a) Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; and
 - b) Twenty-four (24) months operating experience at an activated sludge wastewater treatment plant with a point score of 76 or greater, and the ability to perform necessary tests.

SUBSTITUTION – EDUCATION & EXPERIENCE: Possession of a Grade 4A Operator certificate issued by New York State Department of Environmental Conservation may be substituted for the educational and experience requirements.

City of Canandaigua – Grade 3 Operator Certificate
City of Geneva – Grade 3A Operator Certificate

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a wastewater treatment plant, depending on agency, the work may involve facilities with activated sludge process (including all modifications). General direction is received from the Chief Wastewater Treatment Plant Operator with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over the work of operators, trainees, laboratory personnel and mechanical and maintenance assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the supervision of the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower;
Assists in the daily inspection of plants and plant machinery;
Makes or supervises necessary tests for control of plant operation;
Supervises the treatment and disposal of sludge and/or compost process;
Supervises the maintenance and repair of machinery;

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ASSISTANT WASTEWATER TREATMENT PLANT SUPERVISOR

TYPICAL WORK ACTIVITIES: (Continued)

Assigns plant personnel to shifts;
Instructs and supervises operators, trainees and other subordinate employees;
Maintains inventory of supplies, chemicals and equipment;
Requisition's materials to insure continuous plant operation;
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 a Wastewater Treatment Plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, sludge oxidation, separate sludge digestion, or any other biological oxidation process and the stabilization or oxidation pond process; good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the operation of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; 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.

APPROVED: 5/19/2016

REVISED: 3/12/21; 10/26/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES