

City of Canandaigua – Vacancy
Trainee or Operator – see minimum qualifications below
Salary range: \$25.15 - \$28.52/hr

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

WATER TREATMENT PLANT OPERATOR TRAINEE

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. Term of appointment is limited to one year, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a certificate appropriate to the plant.

DISTINGUISHING FEATURES OF THE CLASS: This class involves the participation in on-the-job training to become qualified as a Water Treatment Plant Operator in a water treatment plant. The Trainees that successfully complete the one-year traineeship may be appointed Water Treatment Plant Operators without further examination if they receive the appropriate certification, if required, by the completion of the 12-month training period. Trainees will perform a variety of duties and responsibilities associated with the operation and maintenance of the water treatment plant as required. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water treatment plant;
Learns and assists in the operation of pumps, valves and related mechanical equipment;
Learns and assists in the maintenance and repair of machinery and equipment;
Learns and assists in recording readings of meters, gauges and scales;
Learns and assists in the making of residual chlorine tests of water;
Learns and assists in regulating and adjusting chlorinators;
Learns and assists in the preparation and maintenance of activity records and reports;
Performs custodial duties of pumping stations and grounds;
Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the elementary principles of chemistry and general science; good observation; mechanical aptitude; ability to learn principles and procedures relating to operation and maintenance of a water treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

APPROVED: AUGUST 14, 1981

REVISED: DECEMBER 19, 2019

CLASSIFICATION: VARIES BY JURISDICTION

(Ontario County job specification for Water Treatment Plant Operator Trainee adopted by the City of Geneva on 2/7/2018)

WATER TREATMENT PLANT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Incumbents, under the direction of a certified Chief Water Treatment Plant Operator, are involved in assisting in the actual operation of a water treatment plant at a community water system. The chief operator is accountable for and the performance of active regular on site operational functions of the water treatment plant and provides general direction to Water Treatment Plant Operators. The incumbent must possess the required minimum grade certificates for the type plant to which he/she is assigned in accordance with the provisions of the Sanitary Code for "Assistant Operator" in Section 5-4.2. The incumbent may oversee the work of subordinate maintenance and distribution personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates pumps, valves, motors and related machinery and equipment;
Performs maintenance work and makes minor repairs to machinery and equipment;
Records readings of meter, gauges and scales;
Washes filter beds and settling basins, if existing;
Takes samples of water for testing;
Makes necessary tests for control of plant operation;
Assists in the instruction of trainees;
Leads and participates with the work of laborers and other subordinate employees;
Keeps a log of plant operations and related records;
Performs custodial duties in connection with maintenance of buildings and grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices used and the equipment required in the operation and maintenance of the assigned water treatment plant; working knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification; skill in the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for the control of plant operation; ability to read, understand and record data from gauges, scales and meters; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

For water treatment plants with a Grade I-A OR Grade II-A certificate:

- a. Graduation from high school or possession of a high school equivalency diploma; AND
- b. Successful completion of an appropriate level water treatment plant operator course; AND
- c. Possession of a Grade II-A certificate; AND
- d. One year of operating experience at a water treatment plant with facilities for filtration.

For water treatment plants with a Grade I-B certificate:

- a. Graduation from high school or possession of a high school equivalency diploma; AND
- b. Successful completion of an appropriate level water treatment plant operator course; AND
- c. Possession of a Grade II-B certificate; AND
- d. One year operating experience at a water treatment plant.

For water treatment plants with a Grade II-B certificate:

- a. Successful completion of an appropriate level water treatment plant operator course; AND
- b. Six months operating experience at a water treatment plant; AND
- c. Possession of a Grade C certificate.

For water treatment plants with a Grade C certification:

- a. Possession of a Grade C certificate.

WATER TREATMENT PLANT OPERATOR

MINIMUM QUALIFICATIONS: (Continued)

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of appropriate certificate issued under the provisions of the New York State Sanitary Code at time of appointment.

Water treatment plants with facilities for filtration which treats over 2.5 million gallons per day and has a chief operator requires a Grade I-A Certificate.

Water treatment plants with facilities for filtration which treats 2.5 million gallons per day or less and requires a chief operator requires a Grade II-A Certificate.

Municipalities that require a Grade II-A Certification, in accordance with New York State Sanitary Code:

- City of Canandaigua
- City of Geneva
- Town of Gorham
- Village of Rushville

Water treatment plants without facilities for filtration that treats over 2.5 million gallons per day and requires a chief operator require a Grade I-B certificate.

Water treatment plants without facilities for filtration which treats 2.5 million gallons per day or less, serves more than 1000 people and requires chief operator requires a Grade II-B certificate.

Municipalities that require a "C" Certification, in accordance with New York State Sanitary Code.

- Village of Bloomfield

REVISED: 3/31/81; 2/7/18; 12/19/19

CLASSIFICATION: VARIES BY JURISDICTION

(Ontario County job specification for Water Treatment Plant Operator adopted by the City of Geneva on 2/7/2018)