

Under the NY HELPS Program, the Civil Service Exam for this title has been waived.

**CHIEF WASTEWATER TREATMENT PLANT OPERATOR**

**MINIMUM QUALIFICATIONS:**

- **Grade 4A (Activated Sludge Plant whose designated point score is 76 points or greater)  
[GRADE 4A CERTIFICATE]**
  - **Grade 4 (All other treatment processes whose designated point score is 76 points or greater)  
[GRADE 4 CERTIFICATE OR HIGHER]**
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 AND eighteen (18) months of operating experience at a wastewater treatment plant; or
  3. Possession of an Associate's Degree AND 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.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND 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.

- **Grade 3A (Activated Sludge Plant whose designated point score is 56-75 points)  
[GRADE 3A CERTIFICATE OR HIGHER]**
  - **Grade 3 (All other treatment processes whose designated point score is 56-75 points)  
[GRADE 3 CERTIFICATE OR HIGHER]**
1. Possession of an Associate's Degree in a NYSDEC approved curriculum; or
  2. Possession of an Associate's Degree AND eighteen (18) months of operating experience at a wastewater treatment plant; or
  3. Graduation from high school or possession of a high school equivalency diploma AND three (3) years' operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, AND the ability to perform necessary tests.

**NOTE - SUBSTITUTION:** POSSESSION OF THE PLANT'S REQUIRED NYS DEC CERTIFICATE MAY BE SUBSTITUTED FOR THE OPERATING EXPERIENCE REQUIRED.

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**SPECIAL REQUIREMENT FOR APPOINTMENT AND ACCEPTANCE OF APPLICATIONS:** Eligibility for appropriate Chief Operator certificate issued by the New York State Department of Environmental Conservation at time of application. Possession of the certificate at the time of appointment and throughout the tenure of appointment.

**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.

**NOTE:** Courses approved by the NYSDEC are noted in DEC Operating Manual to be provided upon request.

**NOTE:** To credit operating experience it must be of the same point score or higher for which certification is being sought. Experience for "A" operator must be at an activated sludge plant with the same point score or higher for which certification is being sought.

**GRADE 4A PLANT:** City of Geneva

**GRADE 4 PLANT:** City of Canandaigua  
Town of Farmington

**GRADE 3A PLANT:** Village of Manchester

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Wastewater Treatment Plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, separate sludge digestion, or any other biological oxidation process and the stabilization or oxidation pond process. General direction is received from the appointing authority with wide leeway allowed for planning work methods and dealing with emergency conditions. While supervision is not a major function of this title, oversight and instruction will be provided to all staff in the wastewater plant and collection system. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Leads and participates in the operation of the wastewater plant to assure the most efficient and economical use of equipment, supplies and manpower;  
Makes daily inspection of plant and plant machinery;  
Makes or oversees necessary tests for control of plant operations;  
Oversees the operation of trickling filters;  
Oversees the treatment and disposal of sludge;  
Oversees the maintenance and repair of machinery;  
Assigns plant personnel to shifts;  
Instructs and oversees operators, trainees and other subordinate employees;  
Maintains inventory of supplies, chemicals and equipment;  
Requisitions materials;  
Maintains records and prepares periodic reports on the operation of the plant;  
Assists with budget preparation and monitory expenditures.

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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, and associated collection systems, 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 principles and application 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 oversee the work of subordinates; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

REVISED: 1/4/10; 11/23/21; 8/5/24

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION