

**Village of Phelps – Vacancy**  
**Salary range: \$20.00-\$25.00/hr.**

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

**WASTEWATER TREATMENT PLANT OPERATOR TRAINEE**

This is a trainee position in the competitive class for which candidates are selected on the basis of basic knowledge of elementary chemistry and general science and mechanical aptitude. Trainee period is required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for certification appropriate to the plant.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant and to complete the training and experience requirements of the New York State Sanitary Code for certification appropriate to the plant. The work is performed under the direct supervision of a qualified operator. 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 wastewater treatment plant;  
Learns and assists in the operation and adjustments of pumps, valves, screens and related mechanical equipment;  
Learns and assists in the inspection, maintenance and repair of pumps, valves, screens and related mechanical equipment;  
Learns and assists in the making of tests to determine chlorine residual;  
Cleans channels, screens, tanks and other equipment;  
Learns and assists in the preparation and maintenance of activity records and reports;  
Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Familiarity with elementary principles of chemistry and general science; good general intelligence; good observation; mechanical aptitude; ability to learn principles and procedures relating to operation and maintenance of a wastewater 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; industry and dependability; tact and courtesy; 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.

REVISED: 6/10/09; 12/18/19

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION

(Ontario County job descriptions adopted by City of Geneva on 4/12/00)