

Posted: June 15, 2021  
Dept: Sewer  
Grade 14, Step 1  
Salary: \$69,108.00  
Respond to: Town of Yorktown, Human Resources  
Department  
By June 22, 2021

## WASTEWATER TREATMENT PLANT OPERATOR GRADE 3

### DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision of the Chief Wastewater Treatment Plant Operator Type 4 Plant or individual appropriately certified as a Grade 4 Wastewater Treatment Plant Operator who has been designated as operator in responsible charge, an incumbent of this class has responsibility during an assigned shift for the efficient operation and maintenance of a wastewater treatment plant with a plant point score of 76 or greater containing facilities for processes other than activated sludge and the stabilization and/or oxidation process. An incumbent is responsible for the operation and oversight of wastewater treatment processes, equipment system control, sewage sampling, and minor troubleshooting / repairs of pumps and equipment. This routine but important work may be performed in the absence of a Chief Operator. Supervision may be exercised over subordinate employees in the performance of their assigned duties. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Responsible for operation and oversight of wastewater processes, equipment system control, sewage sampling and minor troubleshooting/repairs of pumps and equipment. In addition the Town has a Supervisory Contract and Data Acquisition (SCADA) system to allow for remote operation, control and monitoring of equipment and pumping systems; incumbent will utilize the computer-based operator work station to assist with plant operations, to analyze trending data, to identify and respond to alarm conditions and to prioritize troubleshooting and repair projects;

Starts and stops mechanical equipment in the Headworks Building, including bar screens, grit pumps, valves, gates and related machinery and equipment;

Responsible for operation and oversight of wastewater pumping stations, which includes sewer force mains, manholes, gravity sewer lines, trunk sewers, laterals and wye connections. Verify proper operation of bar racks/screening, pumping systems, valves, piping, controls, float systems, pressure transducers, ultrasonic level control.

Maintain records and prepare discharge monitoring reports for reporting to state agencies;

Utilize Operations & Maintenance (O&M) manuals for the various equipment systems for wastewater treatment plant processes, pumping stations and sewer infrastructure and update as needed;

Verifies proper operation of machinery and equipment including pumping and float systems, valves, piping, controls, pressure transducers, ultrasonic level controls, etc.;

Uses a computer based operator workstation to assist with plant operations, analyze trending data, identify and respond to alarm conditions, and prioritize repair projects;

Treats and disposes of sludge; performs treatment processes using tools such as trickling filters, rotating biological contactors (RBCs,) sand filters, biofilters, oxidation ponds, stabilization ponds, and activated carbon; operates trickling filters and rotating RBCs;

Starts and stops mechanical equipment systems for primary and secondary treatment including collection equipment, grease and scum collection, sludge pumps, valves, gates and other related machinery and equipment;

Starts and stops mechanical equipment systems for microfiltration and ultraviolet disinfection, which includes membrane filters, air compressors, sand filters, ultraviolet disinfection units and other related machinery and equipment;

Starts and stops mechanical equipment systems for solids handling, which includes anaerobic sludge digesters, heat exchangers, solids thickening tanks, sludge storage tanks, sludge pumping, belt filter presses, valves, gates and other related machinery and equipment;

Performs minor troubleshooting and repair of pumps, controls and related equipment;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Collects and maintains current records of equipment in an automated system; provides technical specifications and nameplate data as needed, maintain system documentation so records are kept current;

Records readings from meters and gauges; takes necessary tests for control of plant operation including test samples of sewage;

Maintains records of wastewater treatment processes and plant operations; prepares reports for state agencies such as discharge monitoring reports;

Acts as a liaison to vendors and prepares purchase orders for chemical deliveries, dewatered sludge removal, grease and scum collection, screenings and grit removal, and laboratory analysis; When required, follow practices of the Town procurement policy, i.e. obtain multiple price quotes as supporting documentation for order processing;

Uses a work order management system such as Lucity to create and assign service requests to maintenance and repair personnel and track their work progress;

In the event of a sewer break, loss of pump system control, power outage or other unplanned event that may involve an environmental release: supervise and coordinate a timely response with Town maintenance personnel, perform repair work as needed, order parts or other similar-type response to restore system operation quickly and efficiently;

Assists in the instruction of trainees;

May perform custodial duties in connection with maintenance of wastewater buildings and grounds;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; familiar with geographic information system (GIS) mapping a plus.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the practices used and the equipment required in the 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; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to read, understand and record data from gauges, scales, and meters; ability to make routine laboratory and field tests for control of plant operations; ability to keep records and prepare reports; ability to understand and carry out oral and written instruction; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential duties of the position; mechanical aptitude; alertness; dependability; thoroughness; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of a valid Wastewater Treatment Plant Operator Grade 3 or Grade 4 certification issued by New York State Department of Environmental Conservation.

**Send, fax or e:mail resume, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.**

