

**WASTEWATER TREATMENT PLANT OPERATOR TRAINEE**  
**TYPE 4 PLANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for undergoing on the job training to become qualified as a Wastewater Treatment Plant Grade 1 Operator. The incumbent in this class assists in the operation and maintenance of a Type 4 wastewater treatment plant. Work is performed under the supervision of a licensed Wastewater Treatment Plant Operator or Mechanic. Supervision is generally not exercised in this class. The term of appointment is limited to 12 months, during which time employees in this class are required to satisfactorily complete training, experience and testing requirements of the New York State Sanitary Code for a Grade 1 Wastewater Treatment Plant Operator license. Must obtain and maintain operator license or certificate as required.

**TYPICAL WORK ACTIVITIES:**

Performs study and reading assignments, attends classes, observes demonstrations and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant; Learns and assists in the operation, adjustment, maintenance and replacement of pumps, valves, screens, centrifuges and other related equipment; Learns and assists in the operation of computer controlled equipment; Learns and assists in recording readings from meters and gauges; Learns and assists in making necessary tests for the control of plant operations; Learns and assists in the inspection, monitoring, maintenance and repair of pumps, valves, screens, and related mechanical equipment; 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; Learns proper safety protocol while performing duties at a wastewater treatment plant; Learns and performs a variety custodial duties and building repairs and maintenance duties in and around plant

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

Familiarity with the principles and applications of chemistry, and general science as applied to wastewater treatment and disposal; Ability to learn the practices used and the equipment required in the operation and maintenance of a Type 4 Wastewater Treatment Plant; Ability to develop 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 learn routine laboratory and field tests for control of plant operations; Ability to understand and carry out oral and written instructions, Mechanical aptitude and manual dexterity; Ability to learn to work with computer interfaces and programs including, Windows based Excel and Word; Ability to work well as a team member; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School GED

**SPECIAL REQUIRMENTS:**

Possession of a New York State Driver's License is required at time of appointment and maintain the license during the entire length of appointment.

**Revised:** 4/11/07 (Competitive)

**Revised:** 3/27/09 (Competitive)

Revised: 10/28/10 (Competitive)

Revised: 12/18/13 (Competitive)