

CHIEF OPERATOR-WASTEWATER TREATMENT PLANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for directing the Niagara Falls Water Board Wastewater Treatment System. The incumbent continuously reviews system operations both physically and through evaluation of operating reports and laboratory tests to evaluate system performance and determine the need for change in process. Administrative supervision is received from the Director of Infrastructure Operations. Supervision is exercised over the Operating, Maintenance and Facilities staff of the Wastewater Treatment Plant. The Chief Operator-Wastewater Treatment Plant performs related work as required.

TYPICAL WORK ACTIVITIES:

Directs plant-wide administrative operational activities;
Participates in plant-wide administrative maintenance activities;
Develops, recommends and implements operational procedures;
Reviews and inspects system records and technical data, prepares and/or reviews operating reports and graphic charts; makes personal observations to analyze plant performance and recommends corrective measures when and were needed;
Investigates, diagnoses and recommends correction of abnormalities occurring in any of the treatment or disposal processes; ensures that plant effluent meets local, state and federal requirements;
Develops and implements a health and safety program for the Division with assistance and direction of Safety Officer;
Makes continuous inspections throughout the plant to check compliance with safety orders and to detect existing or potential unsafe operating procedures, equipment, or conditions;
Advises the Director of Infrastructure Operations on all matters pertaining to plant operation to insure efficient and economical functioning of all the plant facilities;
Plans, schedules, supervises, process control activities on wastewater and sludge processing by use of analytical methods to determine and evaluate new processing or modifications to existing processes to reduce operating cost and/or improve plant efficiency;
Directs the training of operating personnel, resolves personnel problems, grievances and issues at intermediate level. Enforces working rules in accordance with established practices;
Reviews scientific literature to keep informed of new procedures, methods, and findings in the field of environmental engineering;
Prepares portions of the monthly and annual reports as required;
Participates in budget planning for operations, maintenance and facilities for the Wastewater Treatment Plant;
Maintains records of chemicals used in operations process;
Prepares purchase orders and invoices for purchasing and billing;
Reviews monthly DEC report and signs DMR;
Conducts root cause analysis of process and equipment failures;
High level of proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Access);
Responsible to enact projects, plans, programs of the Director of Infrastructure Operations and Director of Technical and Regulatory Services;
Reads blueprints including P&ID and control logic diagrams;
Serves as customer on large capital upgrades/projects;
Interacts with regulatory agencies as required (DEC, EPA, DOH, etc.);
Actively participates in professional organizations and positively promotes the NFWB;
Develops and maintains performance measures for review with Directors as required.

(over)

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(continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of design, operation and maintenance, and process control of advanced wastewater treatment facilities; thorough knowledge of engineering principles and practices as applied to the work assigned; thorough knowledge of the Water Pollution Control Federation Manuals of Practice; thorough knowledge of “Manual of Instruction for Sewage Treatment Plant Operators” published by the New York State Health Education Services; ability to plan, organize, direct and coordinate engineering work of a diversified nature; ability to read blueprints including P & ID and control logic diagrams; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor of Science or Bachelor of Engineering Degree in an approved related field and four (4) years experience in environmental engineering or related field;

OR

- (B) Graduation from a regionally accredited 2-year college program in the Environmental field and six (6) years of professional experience in the environmental or related field.

OR

- (C) Graduation from a regionally accredited high school with eight (8) years of responsible professional and administrative experience in environmental engineering or related field in positions of progressively increasing responsibility.

NOTE:

Additional education or training, such as a Professional Engineering License or a Grade 4 Wastewater Operator license, may be substituted for one-half (1/2) the experience requirement in (A) or (B) or (C).

SPECIAL REQUIREMENTS:

Candidates must possess or be eligible for the New York State Grade 4 Operator of Public Sewage Treatment Plants certificate upon appointment, or obtain within two (2) years.