

DEPARTMENT: VILLAGE OF MIDDLEPORT - POPULATION <5,000
CLASSIFICATION: NON-COMPETITIVE APPROVED BY NYSCSC 09/09/2008
APPROVED: JANUARY 30, 2025

**WASTEWATER TREATMENT PLANT OPERATOR/
PUBLIC WORKS MAINTENANCE PERSON - TRAINEE**

This is a trainee position for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. The term of traineeship is limited to six (6) years, during which time employees will be required to satisfactorily complete the training and experience requirements of the State Department of Environmental Conservation (DEC) to obtain a Grade 1 or 2 (varies by municipality) certificate. If the employee fails to obtain a Grade 1 or 2 certificate within this six (6) year traineeship, his/her employment will be discontinued. Trainees who receive their Grade 1 or 2 certificate automatically will be promoted to the Wastewater Treatment Plant Operator/Public Works Maintenance Person title without further examination and will not be required to complete the full six year traineeship.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position will work half time at unskilled and semi-skilled manual work throughout the municipality and half time at the actual operation of a wastewater treatment plant with a waste-activated sludge trickling filter, if needed. This work will include semi-skilled plumbing and related work in the maintenance, repair and extension of the municipal sewer distribution system and at the treatment plant, operation of heavy equipment, and related clerical functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates a tractor or truck with power mower, trailer, snow loader, bulldozer, concrete mixer, stone crusher or other attachments; operates a power grader, steam roller, snow plow power shovel, backhoe, and all other related equipment;
2. Moves furniture, equipment, replaces light bulbs, and does related work as necessary;
3. Sweeps outdoor walks, shovels snow, cuts lawns, trims hedges and performs ground maintenance activities;
4. Cleans and performs minor maintenance on trucks, tractors, and assigned vehicles and tools;
5. Performs road work, ditch digging, etc.;
6. Performs necessary tests for control of plant operation;
7. Maintains a log of treatment plant operations and related records;
8. Makes taps on sewer mains and installs service for customers and maintains, repairs, and replaces sewer line; minor landscaping on repair and extension sites;
9. Installs, reads, maintains and repairs meters, gauges and recording equipment;
10. Inspects and services mechanical and electrical control systems; performs inspection on sewers for compliance of sewer ordinance; investigates complaints and reports on action taken to Superintendent;
11. Records readings from meters and gauges;
12. Treats and disposes of sludge;
13. Samples wastewater for testing;
14. Operates equipment for installation, repair and maintenance of sewer system and treatment plant;
15. Performs maintenance work on department equipment and grounds; disassembles and reassembles pumps, motors, valves, and other related equipment;
16. Performs custodial duties in connection with the maintenance of treatment plant buildings and grounds;
17. When assigned, assists other town departments performing various routine tasks as related to public works activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the common practices, tools, motorized equipment, and terminology involved in the maintenance, extension and repair of distribution system; working knowledge of elementary principles of chemistry and general science; skill in repair of small parts mechanisms; skill in the operation and maintenance of pumps; ability to understand and carry out simple verbal and written instructions; ability to perform heavy labor for extended periods during emergencies; ability to perform simple clerical and account-keeping duties; 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 with others; good general intelligence; good powers of observation; mechanic aptitude; industry and dependability; industry and dependability; tact and courtesy; willingness and ability to wear respirator and meet all requirements to work in confined spaces; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Possession of a valid New York Drivers License at time of appointment and for the duration of employment. The Village is responsible for ensuring that the employee is properly licensed for the type of equipment assigned to the job.