

SUPERVISOR OF PLANT OPERATIONS - YONKERS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Plant Superintendent - Yonkers, an incumbent of this position is responsible for directing the daily operations and maintenance of the Yonkers wastewater treatment plant; a large technologically complex facility with secondary treatment. General direction is received from the Plant Superintendent, however, wide leeway is allowed for planning work methods and dealing with emergency conditions. The Plant Superintendent is distinguished from the lower level Supervisor of Plant Operations based on the complexity of issues handled, the report accountability and the financial involvement in overall plant operations. Supervision is exercised over a large number of operators and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises plant operations to assure the most efficient and economical use of equipment, supplies, and manpower;

Performs inspections of facility and equipment to insure the proper functioning of the process and makes decisions concerning situations that are outside of normal operations;

Supervises necessary process control tests for meeting the plant's discharge permit and makes adjustments to operations to meet changing conditions (ie: heavy rains or run off etc.);

Implements required changes to meet the provisions of the discharge permit and handles complex questions and issues regarding operations;

Handles routine and complex personnel issues when they have not been successfully resolved at lower levels;

Supervises, assigns work to and instructs personnel including operators, mechanics, trainees and other subordinates;

Supervises the treatment and disposal of sludge in accordance with permits and county processes; handling complex or unusual situations as they arise;

Supervises the maintenance and repair of equipment;

Assigns plant personnel to shifts to handle special situations;

Maintains records and prepares reports on the operation of the plant and signs off on reports for State and Federal agencies;

May assist in preparing the annual Yonkers Plant budget based on purchasing and monetary allocations of funds;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Grade 4 secondary wastewater treatment plant; good knowledge of the operations of a modern sewage treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to sewage treatment and disposal; ability to supervise the operation and maintenance of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and possession of a Certificate as a Grade 4A Wastewater Treatment Plant Operator issued by the New York State Department of Environmental Conservation, five years experience (either pre or post certificate) in the operation of a Grade 4A wastewater treatment plant, and two years of supervisory experience in a Grade 4A or 3A wastewater treatment plant.

SUBSTITUTION: Satisfactory completion of 30 credits* towards an Associate's or Bachelor's Degree* in Environmental Science or Mechanical Engineering, or closely related field, may be substituted on a year for year basis for up to four years of the above stated general experience. There is no substitution for the two years of supervisory experience.

SPECIAL REQUIREMENTS: (1) Appointees must maintain the certification as a Grade 4A Wastewater Treatment Operator during the course of employment; and (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.