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VACANCY FOR CHIEF WATER TREATMENT PLANT OPERATOR 1A

Posting Date: OCTOBER 24, 2018

Application Deadline: NOVEMBER 9, 2018

The City of Peekskill, located in Westchester County, is seeking a full-time Chief Water Treatment Plant Operator 1A. Please see the attached job description for a complete list of duties and responsibilities.

Please submit a Letter of Interest, Resume and completed City of Peekskill Employment application to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com). Employment Applications can be obtained from the Human Resources Office or the City's website www.cityofpeekskill.com (Human Resources Department). Please note that **possession of a current Water Treatment Plant Operator IA Certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code is required at the time of appointment.**

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

Salary: Commensurate with experience



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	Chief Water Treatment Plant Operator Type 1A Plant	<i>Department:</i>	Water & Sewer
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	Water & Sewer Superintendent	<i>Civil Service Classification:</i>	Competitive
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Exempt

JOB SUMMARY

Oversee operation and maintenance of the Water Treatment Plant which provides potable water for the residents of the City of Peekskill.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Act as Operator in Responsible Charge, as designated by New York State Department of Health. Establish and implement processes to ensure sufficient supply of high quality potable water for City residents and businesses. Available to respond 24/7 within one hour, as set forth in Part V of the New York State Sanitary Code.
- Act as Laboratory Director, responsible for maintaining and supervising our ELAP certified laboratory and maintaining that endorsement through bi-annual proficiency tests and biennial on-site inspections. Sample and coordinate with outside laboratories for their specialized testing services.
- Oversee the daily operation of the Water Treatment Plant which operates 24 hours per day and 7 days per week. Works a plant operator shift if a Water Treatment Plant Operator is unavailable for coverage.
- Inspect and perform maintenance of equipment such as motors, pumps, etc.
- Keep daily, monthly, and yearly records of data. Prepare monthly, quarterly, and annual reports to various governmental agencies.
- Keep inventory of and order chemicals and supplies according to regulations and compliance standards.
- Write and update Standard Operating Procedures, Quality Control and Safety manuals. Prepare Emergency Response Manuals.
- Maintain current knowledge on new and modified federal and state rules and regulations pertaining to water treatment plant operation as well as drinking water standards. Maintain proper grade level of Operator's Certificate through continuous education, contact hours, and attending seminars
- Schedule vacations and shift coverage and maintain attendance and a tally of overtime costs within the treatment plant.
- Participating in meetings inside and outside of the department.

MANAGEMENT/SUPERVISORY JOB DUTIES include, but are not limited to, the following.

- Oversee and manage the Department's assigned division/section.
- Oversee the management and supervision of assigned employees, including administering the City and Department rules, policies and procedures.
- Ensure that assigned employees are properly oriented and trained thereby ensuring that the City's organizational and safety philosophy is understood and properly carried out within the Department.
- Ensure that the performance of assigned employees is monitored through written evaluations.
- Ensure that assigned employees have acceptable attendance records and that such attendance is monitored on a monthly basis.
- Ensure that there exists an on-going communication with the Water Superintendent and within the City organization. This includes creating a flow of information within the Department as well as within all City

Departments. In addition, information must flow from the Department to various external entities. Ensure that the City's communication policy is carried out internally and externally.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Water Treatment Plant Operators, Water Department Foreman, Watershed Inspector, Maintenance Mechanic (Utility) and Water Treatment Plant Operator Trainee. Has general supervisory authority over Distribution personnel. Carries out supervisory responsibilities in accordance with the City's policies, procedures and applicable laws. Responsibilities include: planning, scheduling and assigning work; instructing and training staff in proper work methods; reviewing and approving work; and making recommendations regarding unsatisfactory employees.

MINIMUM QUALIFICATIONS *(As adopted by the Westchester County Human Resources Department)*

Possession of a current Water Treatment Plant Operator Grade IA certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code and at least two (2) Years of supervisory experience in the operation, maintenance, design or repair of water works facilities.

SPECIAL REQUIREMENT: Possession of a current Water Treatment Plant Operator IA Certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code at time of appointment.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to inside and outside environmental conditions. The employee is frequently exposed to dangerous occupational hazards. The noise level in the work environment is frequently loud.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.