

## **LEACHATE & WASTEWATER TECHNICIAN TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position in which the incumbent undergoes on-the-job training to become qualified as a Leachate & Wastewater Technician. An appointee who satisfactorily completes one year of permanent competitive class service as a Leachate & Wastewater Technician Trainee will be advanced to the position of Leachate & Wastewater Technician without further examination. The work involves learning the proper operation and maintenance of the Landfill Leachate Management Facility (LTF) in accordance with regulatory and waste management requirements. The incumbent learns to sample and analyze wastewater as part of the industrial pre-treatment program. Responsibilities also include learning to bacteriologically analyze wastewater to provide for the most efficient and effective results within the plant design limitations. The position involves potential and possible contact with sewage, landfill leachate, industrial chemicals, and gases. Work is performed under the direct supervision of the Director of Solid Waste. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Learns to assist in the planning, construction and maintenance activities connected with the water and sewer system;

Learns to perform lab analyses of leachate at various stages of treatment at the Plant lab and adjusts leachate processing as necessary to maintain optimal operating efficiency;

Learns to maintain lab and stocks testing equipment and materials as needed;

Learns to keep a log of Plant operations which includes periodic meter and gauge readings, maintenance and repair records and other pertinent statistics;

Learns to maintain and update MSDS records for all commercially generated materials;

Learns to prepare reports as needed and to State and Federal regulatory agencies;

Learns to perform daily operations and maintenance of Leachate treatment plant;

Learns to maintain and assist with repair of mechanical equipment, such as pumps, check valves, floats, level transducers, air compressors that are associated with the LTF and sewer and water system;

Learns to use computer SCADA system for operation and troubleshooting of essential leachate management infrastructure;

Learns to perform inspections of the LTF and ensure timely completion of CYCLE (compliance) tasks;

Learns to monitor, regulate, and adjust chemical feed pumps, and

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other process equipment to ensure proper operation of the LTF:

- Learns to maintain a log of operations and maintenance activities and related records;
- Learns to monitor assigned operations and assured compliance with Federal, State, and local regulations and policies;
- Learns to interpret policies and procedures and ensures the consistent application of rules and regulations;
- Learns to operate a variety of equipment including but not limited to: forklift, aerial or scissor lifts, generator, compressors, pumps, etc.:
- Learns to assist in the development of the LTF budget and expenditure tracking for facility operations;
- Learns to identify facility needs, review and approve reports, purchases, and payments according to established policies and practices;
- Learns to manage and procure services and materials contracts needed for LTF.

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

- Working knowledge of fundamental principles, terminology, and methodology in carrying out assignments;
- Working knowledge of local, State and Federal programs, as well as legislation, concerning solid waste and sewer & water system management and compliance;
- Working knowledge of the practices used, and the equipment required in the operation and maintenance of industrial facilities;
- Working knowledge of the operation, maintenance, and repair of machinery and equipment such as pumps, motors, piping, and valves;
- Ability to carry out routine laboratory and field tests for control of LTF operations;
- Ability to work independently and the initiative and interest to develop his/her own resources;
- Ability to communicate effectively both orally and in writing;
- Ability to communicate effectively with municipal, educational, business officials, private citizens, community groups, private contractors, and consultants;
- Ability to operate a personal computer and adapt the associated software to the departments needs (Must be proficient with MS Office (Word, Excel, Power Point));

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Ability to compile statistics and related information for report preparation;

Ability to work both inside and outside on a daily basis in all weather conditions during all seasons of the year;  
Mechanical aptitude;  
Good judgment;  
Dependability.

**MINIMUM QUALIFICATIONS:**

- A) Possession of an Associates Degree; OR
- B) Graduation from high school or possession of an equivalency degree and one year of experience in environmental, solid or wastewater management, or related field; OR
- C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment and must be maintained throughout employment in this position.

**NOTE:** Incumbents in this position may be required to be on call/respond to emergencies on weekends, evenings, and holidays.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.