

**CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION announces
An Open Competitive Examination
for**

Job Title: **Filtration Plant Operator**
(Range 10A: \$31.592- \$36.342 hourly – 4 steps)
Represented by: Local 1186 AFSCME, Council 4, AFL-CIO
Direct Reports (Y/N): N
Department: Public Works
Closing Date: March 6, 2026 at 4:00 pm

POSITION OVERVIEW: Shall be a direct, responsible charge operator on an assigned shift. Operates, controls and maintains instrumentation, electric motors, pumps and valves to purify water for human consumption; adjusts equipment to admit chemicals into treatment process; performs laboratory tests and analyses of water to establish potability; and performs general maintenance work.

SUPERVISION RECEIVED: Works independently, but receives general supervision from the Superintendent of Water Quality, Chief of Water Treatment, Lead Filtration Plant Operator or other applicable supervisor. Establishes task priorities within general work assignment and in accordance with established water treatment procedures. Reports work accomplished to supervisor.

SUPERVISION EXERCISED: Provides lead task supervision to assigned maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES:

- Operates and controls electric motors, pumps and valves to regulate the flow of water chemicals into treatment plant and process. Adds specified amounts of chemicals to disinfect deodorize and clarify water. Operates filter beds to remove impurities. Pumps purified water into storage tanks. Operates all equipment at Filter Plant and Shuttle Meadow Pump Station.
- Monitors instrumentation and adjusts controls to regulate flow and treatment of water. Performs sampling and testing of finished water. Performs daily and periodic chemical and physical tests, in accordance with state and federal regulations of potable water, to assure quality standards are met. Follows standard safety practices, procedures and regulations. Responsible for safety instruction to assigned personnel during work shift. Reports to supervisor any unsafe or unhealthy working conditions.
- Regularly examines equipment for repair or change. Cleans, services and makes minor repairs to all treatment equipment, including pumps, mixers and related equipment. Cleans tanks and backwashes filters. Uses hand tools to repair and maintain equipment. Assists Assistant Chief or Mechanic in major repair and replacement work.
- Records data from gauges and meters. Maintains various logs to record the rate of filtration, water consumption, demand and reserve storage, fluoride dosage and chemical dosage.



EXAMPLES OF INCIDENTAL DUTIES:

- Performs general maintenance and cleaning tasks in filter plant and adjacent facilities.
- Performs telephone, beeper, two-way radio and other dispatching duties.
- Fills and cleans chemical hoppers and transfers chemicals to day tanks.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: A working knowledge of municipal water treatment and of chemicals used in the treatment process. A working knowledge of the operation, maintenance and repair of treatment equipment. A good understanding of safe drinking water act and related environmental laws. Working knowledge of the operation, maintenance, and repair of treatment pumps and equipment. Ability to diagnose treatment and equipment problems and to take corrective action. Must have a strong working knowledge using computers and computer software that is applicable for the position. Ability to apply common sense understanding to carry out instructions furnished in oral, written or diagrammatic form.

MINIMUM QUALIFICATION REQUIRED: Graduation from high school or a vocational technical school or completion of a vocational training program in water treatment, plumbing, electrical or mechanical repair desirable. Two years employment in Water Department, of which six months shall include hands-on experience with telemetering, chemical testing, or repair and maintenance of pumps and motors, or an equivalent combination of training and experience.

LICENSE AND CERTIFICATE: Class IV certification as a Water Treatment Plant Operator by State Department of Health and/or Certification must be obtained within one (1) year of hire.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Work is performed with extreme safety precautions due to exposure to chemicals and operating machinery. Maybe exposed to all weather conditions, including cold, heat, rain or snow. Lifts light to medium weights.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

PROBATIONARY PERIOD: The probationary period for this position shall be 12 months.

THIS EXAMINATION WILL BE COMPOSED OF
OPEN COMPETITIVE EXAMINATION

COMPONENTS	WEIGHTS		WEIGHTS		WEIGHTS
Written	100%	or		or	75%
Experience & Training			100%		25%
	100%		100%		100%

*The City reserves the right to select any of the examination weights listed above.

Examination 1610
February 24, 2026



PASSING GRADE: The minimum passing grade is 70%. In the written examination phase only, the passing grade will be established utilizing the flexible passing point system. In no event will this passing point be set at less than 60% of raw score.

DURATION OF OPEN COMPETITIVE EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. Subsequent to the initial certification of the employment list, no sooner than 10 months and no later than 11 months and 29 days from date of initial certification, the Commission may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is deemed to be in the best interest of the City. The City, or any individual, may request that consideration of extension be placed on the Civil Service regular meeting agenda by notifying the Director of Human Resources no later than one calendar week prior to the monthly meeting. The maximum period of time that a list shall remain in effect is two years from date of initial certification.

RULE OF FIVE PLUS THREE: The Appointing Authority is sent the first five names in rank on the certified Employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination.

REASONABLE ACCOMMODATION IN TESTING: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation of the disability for which the accommodation is being requested, and what specific accommodation is being requested, must be received no later than two (2) weeks after the closing deadline for applications. The candidate's failure to provide documentation which satisfies the City's requirements by the timetable above will result in an inability to provide an accommodation in the testing process. However, the candidate who meets the minimum qualifications for the position would still be eligible to complete with all other candidates in the standard testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached).

Applications must be on file with the Civil Service Commission/Human Resources, Room 409, City Hall, no later than March 6, 2026 at 4:00 pm. Application forms may be obtained at the office of the Civil Service Commission/Human Resources, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051. Tel.(860) 826-3404 or www.newbritainct.gov

An EOE/AA/Equal Access Employer