

Notice of Job Opening

Position:

Licensed Wastewater System Operator
(NYS HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position's civil service jurisdictional classification is exempt. Applicants must meet the requirements outlined in the enclosed job description.

Department:

Water & Water Supply

Vacancies to be filled:

1

Rate of Pay:

\$78,780-\$111,400 Annually
Commensurate with qualifications and experience

Schedule:

40 hours/week
Monday – Friday 7am-3pm

Application Deadline:

Until filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference:

YES

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

LICENSED WASTEWATER SYSTEM OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the supervision of the operation and maintenance of satellite wastewater treatment systems for combined sewer systems with screening and disinfection. Operations include screening and grit removal, chlorination and dechlorination, pumping systems, and related wastewater collection system operations. The employee reports directly to, and works under the general supervision of the Commissioner of Water & Water Supply or other higher-level staff member. General supervision is exercised over plant operators and other personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the technical operations of the satellite wastewater treatment facility for combined sewage overflows in accordance with the requirements of the State Pollutant Discharge Elimination System (SPDES) permit;
- Manages contracts for processes and facilities including chemical use, and facility maintenance;
- Inspects on a routine basis, floatable control facilities and wastewater pumping stations for operational problems;
- Supervises maintenance crews in the routine operation and repair of machinery and disposal equipment;
- Creates records of the daily operation of floatable control facilities and 26 wastewater pumping stations;
- Maintains records of operational control parameters and the development of any regulatory reports on a weekly and monthly basis;
- Maintains inventories of supplies, chemicals, equipment and spare parts;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, techniques and equipment involved in the inspection, operation and maintenance of wastewater treatment facilities; ;
- Good knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to wastewater treatment;
- Good knowledge of safety practices as they pertain to wastewater treatment operation;
- Ability to supervise the operation and repair of equipment and machinery utilized in a pollution control facility;
- Ability to write comprehensive reports;
- Ability to keep accurate records and inventories;
- Ability to plan and schedule the work of others;
- Ability to communicate orally and in writing;
- Ability to operate a computer and related software;
- Mechanical ability;

- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Grade II (or higher) Wastewater Treatment Plant Operator's Certification* issued under the provisions of the Environmental Conservation Law plus two (2) years paid full-time or its part-time equivalent experience in a supervisory or lead supervisory capacity in the operation and maintenance of a water pollution control facility or a wastewater treatment plant.

*Copy of Certification must be submitted with application.

SPECIAL REQUIREMENT:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Must obtain a Grade III Wastewater Treatment Plant Operator's Certification issued under the provisions of the Environmental Conservation Law within 36 months of appointment

Issued: 12/18/19
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