



CITY OF ALBANY  
HUMAN RESOURCES  
CITY HALL, ROOM 301  
ALBANY, NEW YORK 12207  
Telephone (518) 434-5049

KATHY M. SHEEHAN  
MAYOR

ANN GIARD-CHASE  
DIRECTOR OF HUMAN RESOURCES

**PLEASE POST CONSPICUOUSLY**  
May 8, 2019

TO: All City of Albany Departments & Divisions  
SUBJECT: Notice of Job Opening –

**Water Treatment Plant Assistant Operator Trainee**  
**Department of Water & Water Supply**

**The Department of Water & Water Supply** has one (1) vacancy for the position of **Water Treatment Plant Assistant Operator Trainee** at a rate of **\$17.54/hour + \$.25 shift differential @ 40 hours/week.** The schedule for this position will change based on needs.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, June 6, 2019.**

**\*\*\* APPLICANTS WHO ARE CURRENT MEMBERS OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 WILL BE GIVEN FIRST PREFERENCE.**

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL**  
**THURSDAY, JUNE 6, 2019**  
**An Equal Opportunity/Affirmative Action Employer**

## **WATER TREATMENT OPERATOR TRAINEE**

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry, general science and mechanical aptitude. Term of appointment is limited to one (1) year during which time employees should be required to the New York State Sanitary Code for a certificate appropriate to plant size and classification.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class undergoes on-the-job training to become qualified as an Operator of a Water Treatment Plant and assists in the daily operation and maintenance of a Water Treatment Plant. This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Water Treatment Plant. The work is performed under immediate supervision of a qualified Water Treatment Plant Operator. Does related work as required.

### **EXAMPLES OF WORK: (Illustrative only)**

- Performs study and reading assignments, observes demonstrations and otherwise learns techniques of operation and maintenance of a water treatment plant;
- Learns and assists in the operation of pumps, valve motors and related machinery and equipment;
- Learns and assists in the inspection, maintenance and repair of machinery and equipment;
- Learns and assists in the reading and recording of meters, gauges and scales;
- Learns and assists in the regulation and adjustment of the chemical dosages of chlorinators, and chemical feeder machines to meet the specifications set by the laboratory personnel;
- Learns and assists in the operation of washing water filter beds, screens and settling basins;
- Learns and assists in the taking of samples of water for testing and in the chemical testing for pH and residual chlorine
- Learns and assists in the keeping of records and development of reports on plant operations and tests;
- Receives daily work assignments from a higher level Water Treatment Plant Operator;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant.

### **REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles of chemistry and general science;
- Good general intelligence;

- Good observation ability to learn principles and procedures relating to operation and maintenance of a Water Treatment Plant;
- Ability to develop skill in the operation and maintenance of pumps, valves and related mechanical and electrical equipment;
- Ability to learn skill in the making of routine tests for control of plant operation;
- Ability to read, understand and record data from gauges, scales, and meters;
- Ability to understand and carry out oral and written instructions;
- Ability to get along well with others; mechanical aptitude; alertness and dependability; tact and courtesy;
- Ability to lift a minimum of 50 pounds
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:** Graduation from high school or possession of a New York State High School Equivalency Diploma; or any equivalent combination of education, training and experience which may be considered acceptable to the New York State Education Department and the Department of Health as equivalent.

**PROBATIONARY PERIOD:** Appointees for this position will serve a probationary period of one year which will run concurrently with the traineeship. In order to receive permanent appointment as a Water Treatment Assistant Operator service must be satisfactory during traineeship and completion of an appropriate course of instruction toward licensure approved by the New York State Department of Education and Department of Health must be attained. Unsatisfactory service during this period could result in written notice of termination.