



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
May 12, 2020

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

Licensed Wastewater System Operator
Department of Water & Water Supply

The **Department of Water & Water Supply** one (1) vacancy for the position of **Licensed Wastewater System Operator** at a rate of **\$75,000/year @ 40 hours/week.**

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.**

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 UNTIL FILLED
An Equal Opportunity /Affirmative Action Employer

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 III 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 NOTE:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.