

Notice of Job Opening

Position: Water Treatment Plant Assistant Operator

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

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

Department: Water

Number of Vacancies to be filled: 1

Rate of Pay: \$22.77/hour @ 40 hours/week

Schedule: Varies- Rotating Shifts

Application Deadline: 11:59 pm on Monday, December 6, 2021

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

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

Union Preference: YES

Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is entry-level.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Monday November 22, 2021.

WATER TREATMENT PLANT ASSISTANT OPERATOR
TYPE A PLANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has responsibility for assisting an operator on an assigned shift in the actual operation of a water treatment plant. This is routine but important work involving responsibility for assisting in the efficient operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or chemical softening process. This class differs from the Trainee Operator by virtue of the more responsible duties required after the training period and courses of instruction have been satisfactorily completed. Direct supervision is received from a Water Treatment Plant Operator. Supervision is not a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the operation of pumps, valves, motors and related machinery and equipment;
- Assists in recording readings of meters, gauges and scales;
- Participates in the regulation and adjustment of the chemical dosages of chlorinators and chemical feed machines to meet the specifications set by laboratory personnel;
- Participates in the washing of filter beds, screens and settling basins;
- Participates in the changing of chlorine cylinders and the filling of hoppers with chemicals;
- Takes samples of water for testing;
- Makes necessary tests for control of plant operations under the direction of the Water Treatment Plant Operator;
- Assists in the keeping of logs and related records;
- May perform minor maintenance work and repair to machinery and equipment under the direction of the Water Treatment Plant Operator;
- May assist in the instruction of Trainees or new personnel;
- May perform custodial duties in connection with maintenance of buildings and grounds;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the practices used and the equipment required in the operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process;
- Working knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification;
- Working knowledge of personal computers and office equipment;
- Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment;
- Ability to make routine field tests for control of plant operations;
- Ability to read, understand and record data from gauges, scales and meters;
- Ability to understand and carry out oral and written instructions;
- Ability to deal effectively with others;

- Mechanical aptitude;
- Alertness;
- Dependability;
- Willingness to work on an assigned shift;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- I. Type A plant whose designated capacity exceeds 2.5 million gallons per day:

Graduation from high school or possession of a high school equivalency diploma, successful completion of appropriate level water treatment operator courses approved by the New York State Health Department, and not less than one (1) year of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, chemical softening or any similar process.

- II. Type A plant whose designated capacity is 2.5 million gallons or less per day:

Graduation from high school or possession of a high school equivalency diploma, successful completion of appropriate level water treatment operator courses approved by the New York State Health Department, and not less than one (1) year of satisfactory experience in the actual operation of a water treatment plant with facilities for filtration with pretreatment, chemical softening or other similar process.

SPECIAL REQUIREMENTS:

- I. Type A plant whose designated capacity exceeds 2.5 million gallons per day:

Eligibility for a Grade II-A certificate issued under the provisions of the New York State Sanitary Code.

- II. Type A plant whose designated capacity is 2.5 million gallons or less per day:

Eligibility for a Grade II-A certificate issued under the provisions of the New York State Sanitary Code.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and night.

Rev: 7/16/80
2/27/02