



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**

March 8, 2016

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Chief Water Treatment Plant Operator**  
**Department of Water and Water Supply**

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Chief Water Treatment Plant Operator** at a rate of **\$57,443/ 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 a resume AND application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to HR@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.*

**POSITION POSTED UNTIL FILLED.**

**An Equal Opportunity /Affirmative Action Employer**

**CHIEF WATER TREATMENT PLANT OPERATOR**  
**(TYPE IA PLANT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsible charge of the complete and actual operation of a water treatment plant. This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process. General direction is received from the appointing authority but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over all lower grade operators, trainees, laboratory personnel and mechanical and maintenance assistants; does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and may participate in the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower;
- Makes daily inspection of plant and plant machinery;
- Makes or supervises necessary tests for control of plant operation;
- Issues instructions for the regulation of chlorinators and chemical feeders;
- Schedules and supervises the cleaning and washing of filters;
- Schedules and supervises the operation and maintenance of UV equipment;
- Schedules and supervises the operation and maintenance of pump stations;
- Schedules and supervises the operation and maintenance of the lagoons for water plant residuals, temporary storage of wet and dewatered sludge, and disposal of dries material;
- Schedules and supervises the operation and maintenance of analytical instruments, pressure and flow transmitters and water level monitors throughout the system;
- Supervises and instructs operators, trainees and other subordinate employees;
- Conducts periodic examinations of plant equipment and directs necessary repairs and maintenance;
- Maintains inventory of supplies, chemical and equipment;
- Requisitions materials;
- Maintains records and prepares periodic reports on the operation of the plant;
- Oversees the operation of sluice gates for control of the raw water pipeline from the Alcove Reservoir;
- Oversees the operation of valves at Loudonville Reservoir;
- Oversees the maintenance of water quality in the Loudonville Reservoirs, including manual dosing with chlorine during the warm months;
- Prepares employee payrolls.
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Through knowledge of the practices used and equipment required in the operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment;
- Good knowledge of the operations of a modern water treatment plant;
- Good knowledge of the principles and applications of physics, chemistry and bacterially as they relate to water purification;
- Skill in the operation of manual and power tools;
- Ability to supervise the operation and repair of pump, valves and related mechanical and electrical equipment;
- Ability to make routine laboratory and field tests for control of plant operation;
- Ability to plan and supervise the work of subordinates;
- Ability to deal effectively with others;
- Mechanical aptitude;
- Alertness and dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

I. Type IA plant whose designed capacity exceeds 2.5 million gallons per day:

A. Either:

1. Possession of a New York State professional engineer's license and two (2) years of satisfactory experience in the actual operation of a water treatment plant; with at least one year at a grade IA water treatment plant and one year at a minimum of a grade IIA water treatment plant; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering, natural science or a related field and two (2) years of satisfactory experience in the actual operation of a water treatment plant; with at least one year at a grade IA water treatment plant and one year at a minimum of a grade IIA water treatment plant; **OR**
3. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in applied science, with at least one semester course in water treatment plant operations, and four (4) years of satisfactory experience in the actual operation of a water treatment plant; with at least one year at a grade IA water treatment plant and one year at a minimum of a grade IIA water treatment plant; **OR**
4. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in applied science six (6) years of satisfactory experience in the actual operation of a water treatment plant; with at least one year at a grade IA water treatment plant and one year at a minimum of a grade IIA water treatment plant; **OR**
5. Graduation from high school or possession of a New York State high school equivalency diploma and ten (10) years of satisfactory experience in the actual operation of a water treatment plant; with at least one year at a grade IA water treatment plant and one year at a minimum of a grade IIA water treatment plant.

- B. Successful completion of appropriate level water treatment operator courses approved by the New York State Health Department;
- C. At least 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 processes acceptable to the State Department Of Health.

**SPECIAL NOTE:**

Type IA plant whose designated capacity exceeds 2.5 million gallons per day:

- Eligibility for a grade I-A certificate issued under the provision of the New York State sanitary code and renewal requirements there in.

**NOTE:**

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

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

Issued: 4/16/80

Revised: 1/27/16