

# City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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## JOB APPLICATIONS WANTED

**TITLE:** Wastewater Treatment Plant Operator  
Wastewater Treatment Plant Operator Trainee

**LOCATION:** City of Ithaca Wastewater Treatment Facility

**SALARY:** \$34,449 with subsequent step increases to \$43,059 (Trainee)  
\$42,920 with subsequent step increases to \$53,649 (Operator)

**DISTINGUISHING FEATURES OF THE CLASS: (Wastewater Treatment Plant Operator)** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS: (Wastewater Treatment Plant Operator Trainee)** This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Wastewater Treatment Plant. The incumbent in this position undergoes on-the-job training to become qualified as an operator of a Wastewater Treatment Plant. The incumbent assists in the operation and maintenance of a Wastewater Treatment Plant. Does related work as required. Employees serve a training term, the duration of which is the time period required for the employee to obtain a Grade 3 A certificate as an "Assistant Operator" pursuant to the provisions of Part 650 of the NYS Department of Environmental Conservation regulations; provided, however, that the maximum duration of the training term shall be four-and-one-half (4 1/2) years. The employee is required to obtain the Grade 3A Assistant Operator certificate within this four-and-one-half (4 1/2) year period. Once an employee in this class has obtained the appropriate operator's certificate, and successfully completed his/her probationary period, the employee is eligible for promotion to the position of Wastewater Treatment Plant Operator without further examination.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum; or
- B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least eighteen (18) college credit hours of math and/or science coursework; or

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**MINIMUM QUALIFICATIONS (Continued):**

- C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least three years of high school mathematics and at least three years of high school science; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT FOR WASTEWATER TREATMENT PLANT OPERATOR:** Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of New York State.

**EXAM REQUIREMENTS:** A civil service exam is required for these positions. Applicants who meet the minimum qualifications will automatically be enrolled for the exam.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- High school and/or college transcripts
- Copy of driver license
- Copy of Grade 3A Wastewater Treatment Plant Operator certificate, if applicable

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until the positions are filled.

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539  
Web site: [www.cityofithaca.org](http://www.cityofithaca.org)



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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