

**City of Ithaca**  
**Office of Human Resources / Civil Service**

108 E. Green St. - Ithaca, NY - 14850  
Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

**JOB APPLICATIONS WANTED**

**TITLE:** Water Treatment Plant Operator Trainee  
**LOCATION:** City of Ithaca - Department of Public Works - Water Treatment Plant  
**HOURS:** Shift hours will be from 11:00 p.m. - 7:00 a.m.  
**SALARY:** \$36,016, with subsequent increases to \$45,018

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Type 1-A Water Treatment Plant. The incumbent in this position undergoes on-the-job training by assisting in the operation and maintenance of a Water Treatment Plant in order to become qualified as an operator. The term of appointment is limited to one year during which time employees in this class are required to satisfactorily complete the necessary training. Trainees must possess the required minimum grade certificates for a Type I-A plant to which he or she is assigned in accordance with the provisions of the Sanitary Code for "Assistant Operator" in Section 5-4.2 within one year. Upon successful completion of the trainee appointment, Trainees will be appointed Operators without further examination. Does related work as required.

**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
- 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:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**EXAM REQUIREMENTS:** A civil service exam will be required at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college and high school transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by October 27, 2021:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>

