

# 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 Trainee - Two Positions

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

**SALARY:** \$37,747, with subsequent increases to \$47,181  
Upon promotion to Wastewater Treatment Plant Operator,  
the salary range is \$47,029-\$58,786

**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 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 twelve (12) 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 two years of high school mathematics and at least two 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 driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

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

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college 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 February 2, 2023:

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



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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