

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

JOB APPLICATIONS WANTED

TITLE: Water Treatment Plant Operator Trainee

LOCATION: City of Ithaca - Water Treatment Plant

SALARY: \$38,671, with subsequent increases to \$48,243
Upon promotion to Water Treatment Plant Operator,
the salary range is \$48,087 - \$60,109

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. Possession of 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.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

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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.

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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

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 December 21, 2023:

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



We would love to have you on our team! We hope to hear from you soon!

Issued: December 7, 2023