



Village of Watkins Glen  
303 N. Franklin Street, Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Water Treatment Plant Operator Trainee  
(Full-Time)**

**SALARY:** \$15.13/hr. to start with a guaranteed increase at six months and again at one year.  
*\* Starting Salary for current Village of Watkins Glen Teamsters Employee with more than one year of service is \$16.81.*

**LAST DATE TO FILE:** Applications accepted until vacancy filled.

**VACANCY:** At the present time, there is one full time opening with the Village of Watkins Glen. This position is pending jurisdictional classification; therefore, a Civil Service examination may be required at a later time.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, or you can visit the office directly

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine but important work involving responsibility during a shift for the efficient operation and maintenance of a Water Treatment Plant. The work is performed under general supervision of an Operator in Charge or Water Treatment Plant Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Perform routine operation and monitoring of equipment at the direction of the Operator in Charge or Water Treatment Plant Supervisor;

Collect and test samples from various stages of the process using lab equipment to monitor chemical residuals or requirements and estimate the required chemical dosages and make the required adjustments to maintain parameters as directed by the Operator in Charge or Water Treatment Plant Supervisor;

Following a period of training and at the direction of the Operator in Charge or Water Treatment Plant Supervisor, will perform operational functions via a computer system, for the remote distribution/collection systems;

Maintain written and computer based daily records of flows, chemical usage, lab analyses, utilization of equipment, and equipment malfunctions, as required by regulation and at the direction of the OIC;

Advise the Operator in Charge or Water Treatment Plant Supervisor of the need for treatment chemicals and other supplies as needed;  
Receive and ensure safe unloading of bulk chemicals such as chlorine, sodium hypochlorite, aluminum sulphate, etc.;

Perform inspections of the plant and ensure proper operation and security is maintained as directed by the Operator in Charge or Water Treatment Plant Supervisor;  
Monitor and test all alarms, and notify appropriate personnel as directed;  
Participate as an assistant in laboratory and plant scale tests (experimental testing on a lab and plant scale);  
Operate Village vehicles and equipment in a safe manner;  
Maintain general cleanliness in the plant by sweeping, mopping, washing, and waxing. Prepare and paint internal piping and pumps, floors, walls, etc. as required;  
Perform minor maintenance on equipment, buildings, and grounds;  
Backwash and clean water filters after training and at the direction of the Operator in Charge or Water Treatment Plant Supervisor;  
Send out, receive, and record work clothing;  
Answer telephone, take and relay messages for operators, maintenance, and supervisory staff;  
Following a period of training, prepare work orders for repairs to equipment;  
Change daily, weekly, and monthly recording charts;  
Relay inquiries and complaints from the public to appropriate staff;  
Monitor and operate other plants in the area as needed;  
Other duties as assigned.

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

**CHARACTERISTICS:** Good knowledge of the practices used and the equipment required in the operation and maintenance of a Water Treatment Plant; Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment; Ability to read, understand and record data from gauges, scales and meters; Ability to make routine laboratory and field tests for control of plant operation; Ability to understand and carry out oral and written instructions; Mechanical aptitude, alertness and dependability; Physical condition commensurate with the demands of the position.  
Good knowledge of the operation, repair and maintenance of a wide variety of electrical, mechanical, pneumatic and hydraulic equipment and machinery in a water treatment plant;  
Good knowledge of the practices, tools, terminology and safety precautions required in maintenance mechanic work; Skill in the performance of electrical and mechanic work; Ability to work from rough sketches, schematics and blueprints; Ability to follow written and verbal directions; Ability to troubleshoot problems and determine appropriate repairs; Good mechanic aptitude; Initiative and attention to detail; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and** possess and maintain a valid and restriction-free driver's license of appropriate class to carry out the duties of the job.  
\*Strong mathematical background is a plus.

**SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN:**

Must successfully obtain a Class 2a Water Treatment License/Certification within 18 months from date of hire.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: September 23, 2021**