



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Water & Sewer District Operator  
\$23.92 per hour**

**Full benefits package including NYS Retirement**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

### MINIMUM QUALIFICATIONS

Graduation from High School or possession of an equivalency diploma and either:

- A. Graduation from a regionally accredited or NYS registered four year college or university with a Bachelor's Degree in engineering, natural science or related field and two years of experience in the design, construction, operation, maintenance or repair of a municipal water or wastewater system; OR
- B. Graduation from a regionally accredited or NYS registered two year college with an Associate's Degree in Applied Science and four years of experience in the design construction, operation, maintenance or repair of a municipal water or wastewater system; OR
- C. Five years of experience in the design, construction, operation, maintenance or repair of a municipal water or wastewater system; OR
- D. An equivalent combination of experience and training as defined by the limits of (A), (B), (C), and (D) above.

### SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a NYS Driver's License and Grade D Water Operator License, and must maintain said licenses throughout employment.

Must obtain Grade C Water License within one year of appointment, and maintain license throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:  
October 13, 2017  
or until position is filled

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for maintaining a continuous supply of potable water and disposal of wastewater in Seneca County. An employee in this class has responsible charge of the construction, operation, maintenance and repair of municipal water distribution and wastewater collection lines. Incumbent is appointed and supervised by the Commissioner of Public Works. Work is performed in accordance with general policies established by Seneca County with wide latitude for independently planning and directing projects and daily activities. Does related work as required.

## **TYPICAL WORK ACTIVITIES** (Illustrative only)

Performs and supervises the maintenance of and repairs to water/wastewater system facilities and equipment;  
Ensures operations are in compliance with the rules and regulations of the NYS Department of Health and Department of Environmental Conservation;  
Coordinates and plans the installation, extension, repairs, replacement and maintenance of water distribution and wastewater collection lines;  
Establishes and assures the completion of preventive maintenance, inspection and/or calibration programs for meters, hydrants, valves, tanks, vehicles, equipment, etc.;  
Oversees/performs the reading of meters and the billing and collection of water/wastewater rents;  
May perform routine maintenance on Water/Sewer Department equipment, facilities and grounds;  
Maintains records and prepares reports related to the work;  
Prepares budget requests and oversees expenditures and revenues for the department;  
Receives and investigates complaints from county residents regarding water/wastewater service;  
Plans and provides for appropriate training for departmental personnel;  
Purchases supplies and equipment needed for efficient and continuous system operations;  
Reviews Federal and State regulations such as the Safe Drinking Water Act, PESH, Clean Water Act, the New York State Sanitary Code, and any other applicable environmental laws and assures compliance with these regulations. Prepares and certifies associated reports;  
Analyzes industrial and population trends, building activity and potential fire protection needs in planning for present and future county water needs;  
Confers with engineering consultants, regulatory agencies, other county departments, and towns/villages in the planning, engineering, design, and budgeting for water/wastewater projects;  
Oversees independent contractors' activities as related to the operation, repair and installation of water and sewer utilities.

## **FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the modern methods and practices used in the construction, operation, maintenance and repair of municipal water/wastewater systems; good knowledge of modern business administration procedures; ability to plan and supervise the work of others, ability to comprehend and follow complex oral and written instructions; ability to establish and maintain cooperative relationships with others; physical condition commensurate with the demands of the position.

If you are unable to apply on-line:

Applications May Be Obtained From And Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

Posting Date: October 3, 2017