



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** PUMP AND PROCESS OPERATOR TRAINEE (Provisional\* Appointment)

**SALARY:** \$29,564 - \$37,801 annually

**LOCATION:** Monroe County Department of Environmental Services

### **JOB SUMMARY:**

This is a trainee position in the Department of Environmental Services' Wastewater treatment plants and pumping facilities, in which incumbents, (1) learn and master various tasks and safety procedures associated with their operation and, (2) are provided training to obtain a Grade 3A Wastewater Treatment Operator Certification issued under the provisions of part 650 of the New York State Department of Environmental Conservation Regulations; both to be completed within the two-year training period. Upon successful completion of the training period, and attainment of the 3A certification, permanent employees are promoted to the title of Pump and Process Operator without further testing. Employees who do not successfully attain the certificate or complete the training within the two-year period will be removed from the position. Employees will be given various assignments and training related to preliminary, primary and secondary treatment; solids handling, odor control, sampling, disinfection, wet weather flow handling, aeration process control, energy management, process troubleshooting, pumping systems, safe operating practices, State Pollutant Discharge Elimination System (SPDES) permit compliance and Discharge Monitoring Report (DMR), supervision, work order entry, and process monitoring. Duties further include manual labor, working in confined spaces, and require shift and weekend work, and remaining on call for emergencies. The employee reports directly to and works under the direct supervision of a higher level staff member. Does related work as required

### **MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Science degree; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Arts degree with a minimum of 30 credit hours in math or science\*\*\*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university specifically approved by the New York State Department of Environmental Conservation with an Associate of Applied Science degree\*\*; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate of Applied Science; plus eighteen (18) months paid full-time or its part-time equivalent operating experience at a wastewater treatment plant; OR,
- (E) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of 30 credit hours in math or science\*\*\*, plus eighteen (18) months paid full-time or its part-time equivalent operating experience at a wastewater treatment plant; OR,

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer

- (F) Possession of a Grade 3A or 4A Wastewater Treatment Plant Operator Certification issued by the New York State Department of Environmental Conservation; OR,
- (G) Possession of a Grade 2A Wastewater Treatment Plant Operator Certification issued by the New York State Department of Environmental Conservation, plus three (3) years paid full-time or its part-time equivalent operating experience at a wastewater treatment plant.

\*\*An approved Associate of Applied Science degree must have included one of the following curriculums:

- (1) Ecology and Environmental Technology from Paul Smith's College;
- (2) Water Quality Monitoring from Ulster County Community College;
- (3) Environmental Technology from SUNY-Morrisville;
- (4) Water/Wastewater Technology from Crowder College

\*\*\*Applicants qualifying under B or E must submit an unofficial or student copy of their college transcript.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** July 30, 2015

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.