



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE: PUMP AND PROCESS ASSISTANT**

**SALARY:** \$28,613 - \$36,289 annually (2018)

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

**HOURS:** Monday - Sunday (Varies 5 days), 40 hours (Varies 8 hours)  
All DES shifts Call-ins, standby, overtime, weekends, holidays as may be needed or required

**JOB SUMMARY:**

This is a semi-skilled position responsible for a variety of tasks related to the operation of pumps, centrifuges, and hydraulic systems for a wastewater treatment plant or wastewater pumping station. Duties involve manual labor in the cleaning and maintenance of wastewater treatment or pumping station equipment and facilities and responding to emergency situations. Moves items weighing up to approximately eighty (80) pounds. The employee reports directly to, and works under the general supervision of, a Pump and Process Operator, Process Operator or other higher level staff member. Lead supervision may be exercised over staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

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