

EMPLOYMENT OPPORTUNITY

POSITION: **WATER & WASTEWATER AUTHORITY – SUPERVISING OPERATOR**

HOURLY SALARY RANGE: \$ 34.44 - \$ 41.96 w/ full benefits

ANNUAL SALARY RANGE: \$ 71,640.00 – \$ 87,284.00 w/ full benefits

WATER AND WASTEWATER SYSTEM OPERATOR – Immediate Opening Available

Dutchess County Water & Wastewater Authority is seeking a licensed and experienced water and wastewater system Operator. This supervisory position is responsible for overseeing daily operations of several water and wastewater systems owned by DCWVA throughout Dutchess County. Water systems include Grade IIB, C water treatment facilities and Grade D distribution systems. Wastewater systems include Grade II and III treatment plants, including maintenance of associated collection systems.

Employer-sponsored training opportunities for the right individual could lead to water and wastewater operator certifications.

40 Hour work week position based at various locations within Dutchess County. The position includes on-call responsibilities and may include rotating weekends. Position has potential for overtime, work hours may be required outside normal work week, evenings, weekends and holidays.

The position is eligible for annual salary increases based on merit if performance is found to be fully satisfactory. Per the Salary Policy, “*A newly hired employee will be eligible for a merit increase on the following January 1 or upon completion of the six-month probationary period, whichever comes later.*” The position is eligible for longevity increases after the completion of 10, 15, 20, 25, 30 and 35 years of service. Cost of living increases are determined annually by the Authority’s Board of Directors and are not guaranteed.

Benefits: NYS retirement, medical, dental and optical insurance (with employer contribution) and paid time off.

Position is a “Non-competitive” position under the NYS Civil Service Classification system and is not subject to a competitive exam.

TYPICAL WORK ACTIVITIES:

1. Oversees compliance with New York State Department of Health and New York State Department of Environmental Conservation requirements/regulations including required water and wastewater regulatory sampling;
2. Keeps log of water and wastewater plant operations and related records;
3. Repairs, installs and performs related maintenance tasks to hydrants, gates, mains, pumps, sprinklers, meters, etc.
4. Investigates and repairs water and wastewater leaks;
5. Oversee contractor(s) responsible for water system and wastewater system maintenance, repairs, testing, reporting and upgrades;
6. Audit water systems to determine loss due to leakage;
7. Reviews maintenance, repair, testing, reporting and upgrade records/invoices for accuracy;
7. May read, record and reset meters and gauges;
8. Cleans and repairs catch basins;
9. Oversee grease trap maintenance/inspection is completed per specifications;
10. Handling of water and wastewater treatment related chemicals;
11. Manually excavates and backfills for curb valve or sewer line repairs;
12. Reports status of daily operations to supervisor or overseeing municipal commission;
13. May read plans and sketches to trace water lines;
14. Acts as lead operator in absence of Designated Operator in Responsible Charge;
15. Does related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, terminology and safety precautions used in the maintenance and repair of water and wastewater systems; working knowledge of the principles of hydraulics as related to water distribution systems; skill in working with the tools and equipment of the trade;

Ability to read plans or sketches;

Ability to understand and carry out written and oral instructions;

Ability to withstand heavy labor for extended periods in emergencies;

Ability to develop skills and techniques in the maintenance, repair, testing, reporting and upgrading of water systems and wastewater systems;

Good mechanical aptitude;

Ability to work independently within the scope of general direction;

Ability to supervise the work of contractors;

Ability to understand oral and written directions;

Ability to communicate clearly, both orally and in writing;

Ability to get along well with others; Good judgement and resourcefulness;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

Activities above are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

MINIMUM QUALIFICATIONS:

EITHER: (A) Two years of work experience which involved work in the installation or maintenance or water, wastewater, plumbing or related lines and systems;

OR: (B) Completion of one year traineeship as Water Maintenance Mechanic Trainee.

SPECIAL REQUIREMENTS:

Possession of a clean valid NYS Driver's license is required.

High School diploma or equivalent

Two years of experience in water and wastewater operations.

Must be 18 years old.

Grade IIB, C and D Water Operator Certificate and Grade II Wastewater Treatment Operator Certificate preferred.

SUBMIT RESUME AND APPLICATION TO:

Dutchess County Water & Wastewater Authority

Attn: Richard Winchester, Director of Operations

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Poughkeepsie, NY 12603

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