

**City of Canandaigua Vacancy**  
**Salary Range: \$25.62 - \$30.26/hour**

Under the NY HELP Program, the Civil Service Exam for this title has been waived.  
For additional information regarding the NY HELP Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

The City of Canandaigua located in Ontario County in the beautiful Finger Lakes Region of New York, is seeking qualified candidates to fill the position(s)  
of

Wastewater Treatment Plant Operator (WRRO).

**TO APPLY: SUBLIT AN APPLICATION WITH THE ONTARIO COUNTY HUMAN RESOURCES  
EMPLOYEMENT PORTAL AT**

**<https://ontario-portal.mycivilservice.com/>**

**OR SEND RESUME AND COVER LETTER TO JAD@CANANDAIGUANEWYORK.GOV.**

Candidates with New York State Department of Environmental Conservation (NYSDEC) Grade 3 or higher Wastewater Treatment Operators Certification at the time of appointment - \$30.26/Hour

Candidates without a Certification or with Certification that is Grade 1 or 2 - \$25.62/Hour

\*Successful candidate without a Grade 3 or higher will be expected to work toward this Certification during beginning of employment\*

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine, technical work involving responsibility during a shift for the efficient operation and maintenance of a wastewater treatment plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, separate sludge digestion, or any other biological oxidation process. In the case of a Type A Plant, operation and maintenance of a facility for the activated sludge process is required. The work is performed under the general supervision of an operator qualified to be in charge of the operation of the plant. May oversee subordinate employees in the performance of their assigned duties. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only) Starts and stops pumps, motors, air compressors, and related machinery and equipment; Makes minor repairs to machinery and equipment; Records reading from meters and gauges; Treats and disposes of sludge; Operates trickling filters; Adds chlorine to sewage; Takes samples of sewage for testing; Makes necessary tests for control of plant operation; Assists in the instruction of trainees; Supervises the work of laborers and other subordinate employees; Keeps a log of plant operations and related records; Performs custodial duties in connection with maintenance of building and grounds

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices used and the equipment required in the operation and maintenance of a wastewater treatment plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, sludge oxidation, separate sludge digestion, or any other biological oxidation process other than the activated sludge and the stabilization or oxidation pond process; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; 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 operations; ability to understand and carry out oral

and written instructions; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Grades 4 & 4A (Activated Sludge Plant whose designated point score is 76 points or greater) [GRADE 4 OR 4A CERTIFICATE]**

- 1.** Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Science degree; OR
- 2.** Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Arts degree with at least 30 credit hours in math or science; OR
- 3.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a NYSDEC approved curriculum, PLUS 18 months operating experience at a wastewater treatment plant; OR
- 4.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree PLUS 3 years' operating experience at a wastewater treatment plant; OR
- 5.** Graduation from high school or possession of a high school equivalency diploma AND SIX (6) years' operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

**Grade 3 & 3A (All other treatment processes whose designated point score is 56-75 points)**

- 1.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a NYS DEC approved curriculum; OR
- 2.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree plus 18 months of operating experience at a wastewater treatment plant; OR
- 3.** Graduation from high school or possession of a high school equivalency diploma and three (3) years of operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

**Grade 2 & 2A**

- 1.** Graduation from high school or possession of a high school equivalency diploma.
- 2.** PLUS: Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND twelve (12) months operating experience at an activated sludge wastewater treatment plant with a point score of 31 or greater, and the ability to perform necessary tests.

**Grade 1A**

- 1.** Graduation from high school or possession of a high school equivalency diploma. PLUS: Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND Six (6) months operating experience at an activated sludge wastewater treatment plant and the ability to perform necessary tests.

NOTE: POSSESSION OF THE PLANT'S REQUIRED DEC CERTIFICATE MAY BE SUBSTITUTED FOR THE OPERATING EXPERIENCE REQUIRED.

SPECIAL REQUIREMENT FOR APPOINTMENT AND ACCEPTANCE OF APPLICATIONS: Eligibility for appropriate operator certificate issued by the New York State Department of Environmental Conservation at time of application. Possession of the certificate at the time of appointment and throughout the tenure of appointment.

NOTE: Courses approved by the NYSDEC are noted in DEC Operating Manual to be provided upon request.

NOTE: To credit operating experience, it must be of the same point score or higher for which certification is being sought. Experience for "A" operator must be at an activated sludge plant with the same point score or higher for which certification is being sought.

## WASTEWATER TREATMENT PLANT OPERATOR

### MINIMUM QUALIFICATIONS:

#### **Grades 4 & 4A (Activated Sludge Plant whose designated point score is 76 points or greater) [GRADE 4 OR 4A CERTIFICATE]**

1. Possession of a Bachelor of Science degree, or higher; OR
2. Possession of a Bachelor of Arts degree with at least 30 credit hours in math or science; OR
3. Possession of an Associate's Degree in a NYSDEC approved curriculum, PLUS 18 months operating experience at a wastewater treatment plant; OR
4. Possession an Associate's Degree PLUS 3 years operating experience at a wastewater treatment plant; OR
5. Graduation from high school or possession of a high school equivalency diploma AND SIX (6) years operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

#### **Grade 3 & 3A (All other treatment processes whose designated point score is 56-75 points) [GRADE 3 OR 3A CERTIFICATE OR HIGHER]**

1. Possession of an Associate's Degree in a NYS DEC approved curriculum; OR
2. Possession of an Associate's Degree plus 18 months of operating experience at a wastewater treatment plant; OR
3. Graduation from high school or possession of a high school equivalency diploma and three (3) years of operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

#### **Grade 2 & 2A (All other treatment processes whose designated point score is 31-55 points) [GRADE 2 OR 2A CERTIFICATE OR HIGHER]**

1. Graduation from high school or possession of a high school equivalency diploma.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND twelve (12) months operating experience at an activated sludge wastewater treatment plant with a point score of 31 or greater, and the ability to perform necessary tests.

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WASTEWATER TREATMENT PLANT OPERATORMINIMUM QUALIFICATIONS: (Continued)

**Grade 1A (Activated Sludge Plant whose designated point score is 30 points or less)**  
**[GRADE 1A CERTIFICATE OR HIGHER]**

**Grade 1 (All other treatment processes whose designated point score is 30 or less)**  
**[GRADE 1 CERTIFICATE OR HIGHER]**

1. Graduation from high school or possession of a high school equivalency diploma.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND Six (6) months operating experience at an activated sludge wastewater treatment plant and the ability to perform necessary tests.

**NOTE: POSSESSION OF THE PLANT'S REQUIRED DEC CERTIFICATE MAY BE SUBSTITUTED FOR THE OPERATING EXPERIENCE REQUIRED.**

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND ACCEPTANCE OF APPLICATIONS:**

Eligibility for appropriate operator certificate issued by the New York State Department of Environmental Conservation at time of application. Possession of the certificate at the time of appointment and throughout the tenure of appointment.

**NOTE:** Courses approved by the NYSDEC are noted in DEC Operating Manual to be provided upon request.

**NOTE:** To credit operating experience it must be of the same point score or higher for which certification is being sought. Experience for "A" operator must be at an activated sludge plant with the same point score or higher for which certification is being sought.

|                        |  |
|------------------------|--|
| <u>GRADE 4A PLANT:</u> | City of Geneva                                   |
| <u>GRADE 4 PLANT:</u>  | City of Canandaigua<br>Town of Farmington        |
| <u>GRADE 3A PLANT:</u> | Manchester-Shortsville Joint Sewer System        |
| <u>GRADE 3 PLANT:</u>  | Village of Bloomfield                            |
| <u>GRADE 2A PLANT:</u> | Village of Clifton Springs                       |
| <u>GRADE 2 PLANT:</u>  | Village of Phelps<br>Honeoye Lake Sewer District |
| <u>GRADE 1 PLANT:</u>  | Village of Rushville                             |

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qualified to be in charge of the operation of the plant. May oversee subordinate employees in the performance of their assigned duties. Does related work as required.

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## WASTEWATER TREATMENT PLANT OPERATOR

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REVISED: 6/11/10; 12/18/15; 12/18/19; 3/22/23

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION