



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Sewer District

- Job Title:** WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE (HELPS Program)
- Salary Range:** Trainee: \$53,717 - \$63,444\*  
Operator: \$63,138 - \$72,859\*  
(\*Based on years of service employed in specified title with Saratoga County)
- Work Location:** 1002 Hudson River Road, Mechanicville, NY 12118
- Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

This is a trainee position undergoing on-the-job training. Incumbents perform varied duties related to wastewater treatment in the Sewer District facility, while participating in a continuous in-service training program to become a qualified operator. Incumbent will perform limited duties of an operational nature under direct supervision of a licensed operator. Trainee appointment is temporary, at the completion of which time, employees will be required to satisfactorily complete the training and experience requirements of the NYS Environmental Conservation Law Part 650 for an operator's license appropriate to the treatment facility. Does related work as required.

#### Minimum Qualifications (at least)

**"TRAINEE":** Graduation from high school or possession of New York State high school equivalency diploma (GED).

**"OPERATOR":** Graduation from high school or possession of a New York State high school equivalency diploma (GED); completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation; not less than one year of satisfactory experience in the actual operation of a Wastewater Treatment Plant with facilities for the activated sludge process or any similar process. Eligibility for appropriate license certificate issued under the provisions of the New York State Department of Environmental Conservation and possession of the certificate at the time of appointment.

**SPECIAL REQUIREMENTS:** (1) Must possess and maintain a valid driver's license to operate a motor vehicle in New York State. (2) Upon completion of the eighteen-month trainee period the incumbent must obtain certification by the New York State Department of Environmental Conservation as a Grade 2A Wastewater Plant Operator and must maintain appropriate certification during course of employment as an operator (3) Depending on work assignment will be required to meet Federal, State and local standards with respect to health and safety.

#### Typical Work Activities (\*Illustrative)

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation of a wastewater treatment plant;
- Learns and assists in the operation and adjustments of pumps, valves screens and related mechanical equipment;



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

---

- Learns and assists in the making of tests to determine BOD/TSS and other process parameters;
- Cleans channels, screens, tanks and other equipment;
- Learns and assists in the preparation and maintenance work orders;
- Performs increasingly responsible duties as assigned in the operation of a wastewater treatment plant, including operating the belt filter press;
- Other related duties as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until the flyer has been removed.**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 \*\***

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*