

The Village of Penn Yan is seeking candidates for part time Water Treatment Plant Operators on a provisional basis. This is a Civil Service position that is part time, with hours dependent on the needs of the plant. Hourly rate is dependent on experience, up to \$50.00 / hour.

The applicant must be able to operate and maintain a IIA Water Treatment Plant. The work involves operation of and routine maintenance on filtration and chemical softening equipment in the production of potable water.

For an application, full job description, minimum qualifications and Civil Service rules for eligibility please visit <https://mycivilservice.yatescountyny.gov/>. Please include your resume.

Application deadline is September 26, 2025.



Jurisdictional Class: Competitive  
Adopted by YCCSC 4/3/1997  
Revised by YCCSC 9/3/1997  
Revised by PO: 2/21/2018

## **WATER TREATMENT PLANT OPERATOR** **TYPE A PLANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility during an assigned shift for the efficient operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process. The work is performed under general supervision permitting some exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees in the performance of their assigned duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Operates pumps, valves, filters, motors and related machinery and equipment;  
Performs preventive and routine maintenance work and makes minor repairs to machinery and equipment;  
Records readings of meters, gauges and scales;  
Regulates and adjust chlorinates;  
Washes filter beds and settling basins;  
Takes samples of water for testing;  
Performs various tests of water for control of plant operation;  
Assists in the instruction of trainees;  
Keeps a log of plant operations and related records;  
Performs custodial duties in connection with maintenance of buildings and grounds;  
Performs other duties as assigned.

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

Good knowledge of the practices used and the equipment required in the operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process;  
Working knowledge of the principles and applications of physics, chemistry and bacteriology as they relate to water purification;  
Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment;  
Ability to make routine laboratory and field tests for control of plant operation;  
Ability to read, understand and record data from gauges, scales and meters;  
Ability to understand and carry out oral and written instruction;  
Mechanical aptitude;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a New York State high school equivalency diploma; AND
- b) Completion of a Grade II-A Water Treatment Plant Operator Certification Course approved by the New York State Department of Health; AND
- c) At least one year of satisfactory experience in the actual operation of a water treatment plant.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Applicants must provide proof of their current and valid Grade II-A Water Treatment Plant Operator Certification certificate at time of application.