



Village of Saranac Lake

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WATER AND WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

Department: Department of Public Works

Location: Village of Saranac Lake Water/Wastewater Treatment Plant

Jurisdictional Class: Competitive Class Appointment

Full Time: 40 hours per week

Application deadline: Until position is filled

Starting Annual Salary: \$24.34/hour

Residency: Residency is waived

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water and wastewater treatment plant, Incumbents are required to complete the training and experience requirements of the NYS Sanitary Code and NYS Department of Environmental Conservation for certificates appropriate to the plant. The Trainee will perform increasingly responsible duties, as assigned, in the plant operation and maintenance. The work is performed under immediate supervision of a qualified operator. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water and wastewater treatment plant;
- Learns and assists in the operation and adjustment of pumps, valves, screens, and related mechanical equipment;
- Learns and assists in the inspection, maintenance and repair of pumps, valve screens, and related mechanical equipment;
- Learns and assists in the testing of water and wastewater to determine treatment process control and satisfy regulatory reporting requirements;
- Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;
- Learns and assists in recording readings from meters and gauges;
- Cleans channels, screens, tanks and other equipment;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water and wastewater treatment plant;

- Performs custodial duties in connection with maintenance of buildings and grounds;
- May be assigned general laborer duties.

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

Ability to learn principles and procedures relating to operation and maintenance of a water and wastewater treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to understand the basic principles of physics, chemistry and biology as related to a wastewater treatment plant; ability to read, understand, and record data from meters and gauges; ability to learn how to make routine laboratory and field tests of treatment plant samples; ability to write and speak effectively; ability to understand and follow oral and written instructions; mechanical aptitude; good general intelligence; good powers of observation; alertness and dependability; ability to get along well with others; tact and courtesy.

MINIMUM QUALIFICATIONS:

One year of experience as a plumber's helper or in the maintenance of a public or private water or wastewater system.

SPECIAL REQUIREMENT:

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

Date Posted: 09/08/2025

Expire Date: Until filled

Contact Name: Nicole McClatchie

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