

Available Job Opening

The Town of Saugerties Water and Wastewater Department is seeking applicants for the following position - *Water / Wastewater Plant Maintenance Worker - Operator Trainee*

Salary commensurate with qualifications and experience

The applicant must be willing to learn and be able to perform preventative maintenance repairs and upkeep of the Town of Saugerties Public infrastructure and property, related to water distribution and wastewater-sewage collection systems.

Applicants must have a high school diploma or GED. Must be able to lift and carry supplies and equipment, sometimes, heavy at times. Must be able and willing to work extended hours in inclement weather. Interaction with DEC and DOH, and maintain compliance with Local, State, Federal laws, regulations and statues. Must have good reading, writing and organizational skills.

There are numerous demands that must be met by an employee to successfully perform the essential functions of this job. The application package includes additional pertinent information, a detailed description of the job stating many essential functions, responsibilities and duties.

If you would like to fill out an application, the package can be picked up in person at the Glasco Wastewater Plant Office, 234 Hudson Street, Glasco (next to the Glasco Mini-Park & Hudson River). You may also pick up an application package at the Town Clerks Office, 4 High Street, Saugerties or online at <http://saugerties.ny.us/water>. Application packages are available Monday thru Friday, between the hours of 9am to 4pm. Questions, please call the Water & Wastewater Dept. at 845-246-8671



County of Ulster

Application for Examination or Employment

Leave this space blank. Date Received: _____	Title of Exam or Position for which you are applying: Exam # (if applicable): _____	Leave this space blank. Approved: _____ Disapproved: _____ Conditional: _____
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INSTRUCTIONS AND INFORMATION

COMPLETING THIS APPLICATION - This application is part of your examination. Answer all questions fully and carefully. Print in ink. Attach additional sheets if necessary in order to give complete and detailed information. All statements are subject to verification.

ANNOUNCEMENT OF EXAMINATION - Carefully read the examination announcement before filling out your application.

ADMISSION TO EXAMINATION - Contact the Ulster County Personnel Department immediately if you do not receive notice within three days of the examination informing you whether or not you are to be admitted to the examination.

FILING FEE - There is a non-refundable filing fee for the examination for which you are applying. Please refer to the examination announcement. The non-refundable filing fee may be waived as described on the examination announcement.

MAIL OR DELIVER TO: Ulster County Personnel Department, County Office Building, 244 Fair St., Box 1800, Kingston, NY 12402-1800. Telephone: (845) 340-3550.

Name: _____ **SS#** _____ - _____ - _____

Last First MI Suffix

Please state any other name(s) previously used in education or employment: _____

Mailing Address: _____

Street or P.O. Box (if P.O. Box, fill in Residence Address below) City State ZIP

Physical Address: _____

Street (if P.O. Box or different than Mailing Address) City State ZIP

Primary Phone: _____ **Secondary Phone:** _____

Email Address: _____

State your current permanent legal residence for each of the geographic areas below, indicating the length of continuous residence to date.	Length of Residency (Yrs./Mos.)	
School District		
Town		
Village		
County		
State		

Are you 18 years of age? Yes No If you are under 18, you will need to provide current working papers.

If the position for which you are applying has minimum/maximum age limits (per announcement,) please enter your birth date:

_____ (MM/DD /YYYY)

Do you possess certification as an exempt volunteer firefighter? Yes No

If you have ever been employed by the County of Ulster or any civil division therein (city, town, village, school district, or special district) please state location(s) and date(s) of employment:

The County of Ulster is an Equal Opportunity Employer

1. Are you now serving or have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes?
 Yes No

If "No", omit questions 2 through 5.

2. If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable? Yes No

NOTE: A DISHONORABLE DISCHARGE OR BAD CONDUCT DOES NOT AUTOMATICALLY DISQUALIFY YOU.

3. Did you serve in the Armed Forces of the United States during any of the following periods?

A. December 7, 1941 to December 31, 1946

B. June 27, 1950 to January 31, 1955

C. December 22, 1961 to May 7, 1975

D. August 2, 1990 to "date to be determined"

E. U.S. Public Health Service: July 29, 1945 to December 31, 1946, or June 27, 1950 to July 3, 1952

Yes No

Did you receive an expeditionary medal for any of the following conflicts?

F. Lebanon - June 1, 1983 to December 1, 1987

G. Grenada - October 23, 1983 to November 21, 1983

H. Panama - December 20, 1989 to January 31, 1990

Yes No

I. I am currently on active duty (for other than training purposes).

Yes No

4. Since January 1, 1951, have you ever used additional credits as a veteran for **appointment** to any position in the public employment of New York State or any of its civil divisions?

Yes No

5. Are you: A non - disabled war veteran _____

A disabled war veteran _____

Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request this application from the Ulster County Personnel Department. The completed forms must be received in the office before the eligible list for this examination is established.

6. Do you have a valid license to operate a motor vehicle in New York State? _____ Yes - Class _____ No

7. FOR EXAMINATION PURPOSES ONLY: Check below if you desire special status because you are a:

A. _____ Sabbath Observer and cannot be tested on Saturdays for religious reasons.

B. _____ Disabled Person: Indicate type of assistance required under "REMARKS" on the last page of this application.

8. EXAMINATIONS IN OTHER JURISDICTIONS - Candidates wishing to participate in additional examinations for New York State or other jurisdictions on the same day, must apply individually to each jurisdiction. If you intend to do this indicate, under "REMARKS" on the last page of this application, the jurisdictions to which you have applied, and the examination site at which you plan to compete. New York State examinations must be taken at state examination sites. Requests for this type of consideration may not be approved if received after the announced last file date for the examination.

The following sections on education and work experience must be filled in completely. A resume is not sufficient.

9. Have you graduated from high school? Yes No If not, what grade did you complete? _____

Name of school/issuing agency _____

Address: _____

Equivalency diploma #: _____

For College, University, Professional, Technical and other schools or special courses, please provide copies of transcripts.

Name of school and its location	Dates of Attendance From: / / To: / / (month/year)	Full or Part Time	# of years credited	Did you Graduate?	Type of Course or Major	No. of College Credits Received	Degree Earned	Date of Degree
	__/ __ To / __							
	__/ __ To / __							
	__/ __ To / __							
	__/ __ To / __							

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10. DESCRIPTION OF EXPERIENCE: In listing your experience, be more specific in describing those which relate to the position for which you are applying. Begin with your most recent employment. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will not be resolved in your favor. Include military service experience when appropriate. Relevant volunteer (unpaid) experience will be considered if verified and fully documented (unless otherwise stated on the examination announcement). If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment. (If more space is needed, attach 8 "x 11" sheets of paper using the same format.)

Length of Employment (Mo/Yr) From ___/___/___ To ___/___/___	Firm Name	Address	City and State	Type of Business
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer
DUTIES: Describe the nature of the work personally performed by you, with estimates of percentages of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.				

Length of Employment (Mo/Yr) From ___/___/___ To ___/___/___	Firm Name	Address	City and State	Type of Business
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

Length of Employment (Mo/Yr) From ___/___/___ To ___/___/___	Firm Name	Address	City and State	Type of Business
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

Length of Employment (Mo/Yr) From ___/___/___ To ___/___/___	Firm Name	Address	City and State	Type of Business
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

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11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination(s) or position(s) for which you are applying, complete the following. If not currently licensed check this box

Name of trade or profession	License Number	Granted by (Licensing Agency)	
City or State	Specialty	Date License First Issued	Registered (Mo/Yr) From: ____/____/____ To: ____/____/____

12. REMARKS:

13. AFFIRMATION AND AUTHORIZATION TO RELEASE

I affirm that the statements made on this application and any attached papers or documents are true under the penalties of perjury.

I hereby authorize the Ulster County Personnel Department, or any person acting on their behalf, to investigate and receive information about me related to the verification of my qualifications and eligibility for the examination or the position for which I am applying. Further, I authorize any person who receives a request to disclose information related to this application, to release any or all information about me to which such person may have access. I specifically authorize such disclosures and agree to hold harmless all corporations, agents or persons who request or release such information.

Special Requirement for Appointment to Ulster County Positions:
 Following the interview process, a prospective Employee will undergo required Criminal Background Checks and Fingerprinting after signing a Criminal Background Investigation Release Form. In accordance with Ulster County Legislative Local Law 14 of 2007 (codified as Article 1, Section 98 of the Ulster County Code) or by any other applicable State and Federal Statutes, candidates for prospective employment to all Ulster County positions must obtain fitness for appointment by review and consideration by the County based on the New York State Division of Criminal Justice Services or other mandated State and Federal regulatory authority. The County shall not be precluded from withdrawing conditional offers of employment for any lawful reason, including the determination that the candidate has a conviction that bears a direct relationship to the duties and responsibilities for the position sought, or that the hiring of said candidate would pose an unreasonable risk to property or to the safety of individuals or the general public.

Check here to indicate that you do not wish your present employer to be contacted at this time.

SIGNATURE _____ DATE _____

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, marital status, or disability. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, or marital status in connection with employment in the municipal service of Ulster County. It is the policy of Ulster County to provide equal opportunity to all employees and applicants for employment without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status or any other protected status.



Town of Saugerties Water and Wastewater



Water Districts

Glasco Water
Malden Water
Kings Highway Water
Bluestone Park Water

234 Hudson Street
PO Box 177
Glasco, New York 12432

Mark Resso, Superintendent

Sewer Districts

Barclay Heights Sewer
Glasco Sewer
Malden Sewer
Kings Highway Sewer

TEL: (845) 246-8671 • FAX: (845) 246-3150

Title: Water and Wastewater Treatment Plant Maintenance Worker - Operator Trainee

Salary: Salary depends on qualifications and verifiable experience

The applicant must be willing to learn and be able to perform preventative maintenance and repairs of the Town of Saugerties Public infrastructure and property, related to water distribution and wastewater-sewage collection systems. You will be required to work numerous jobs, have various duties and responsibilities. The omission of specific duties does not exclude them from the job, other duties may be required and assigned. Team oriented; cooperative, willingness to learn and energetic! Only those who want to learn and take responsibly need reply

Minimum Requirements

- Graduation from high school or possession of a high school equivalency diploma (GED)
- Must live within a 15-mile radius and/or a maximum of 1-hour response time of the Glasco WWTP
- Must have reliable transportation, the ability to work weekends, and an on-call rotating schedule. Must be willing to carry a company on-call emergency phone for said scheduled rotation. Must be willing to respond to after-hour emergencies, regardless if on-call or not, all year long. Must be able to work extended hours throughout the year and during emergencies
- Must be able to pass a pre-employment drug and alcohol test and random screens throughout duration of employment
- Must possess and maintain a valid CDL Driver's License with Tank Endorsement and must have a clean driving record (no habitual violations, no DUI, DWI, DWAI). If you do not hold the required driver's license, you must be willing to personally acquire one within a specified time frame
- If you do not currently possess the required Water License, and a Wastewater License, you will be required to complete various school-trainings and obtain a mandatory water and wastewater licenses within a specified time frame
- Must have available access to receive and make phone calls 24/7, 365 days a year. Must be able to communicate with a two-way radio. Please keep personal phone/text use limited to break & lunch time, unless it is an emergency.
- Must be able to maintain an effective and courteous relationship with co-workers, management and the general public at all times. Shall be required to represent the Town in a professional, well-mannered manor and attitude at all times
- Must demonstrate a professional image in appearance, including clean hygiene; required to wear company supplied uniform attire on a daily basis. OSHA approved work safety boots must be worn
- Requires the ability to be cooperative with other departments, municipalities, and the diverse residents of our districts and the surrounding area(s)

- Strong initiative and work ethic are a must! It is essential that you are reliable. Should incorporate continuous quality self-improvement principals in your day to day activities
- Must be reliable and meet regular attendance requirements
- Must have the aptitude to accomplish daily duties in a reasonable and timely manner
- Must be able to adapt to and perform under moderate stress when confronted with an emergency
- Job requires working in indoors and outdoors in extreme temperatures and weather conditions, including heat, cold, temperature swings and inclement weather
- Must have the ability to learn, follow, explain and understand oral and/or written instructions, directions, methods, many relatively complex procedures, at all times. Requires the ability to make independent judgements, including in the absence of supervision
- Some tasks require the ability to perceive and distinguish between colors, shades, odors, depths, and visual perception
- Must be mechanically inclined and the ability to coordinate hands and eyes in using and handling a wide variety of items. Job requires use of eyes, nose, arms, hands, fingers, legs, and feet to perform assigned duties and responsibilities. Must walk, kneel, bend, stoop, stand, climb, run, crawl, twist, balance or otherwise extend or contort the body in the performance of duties
- Must be able to work in confined spaces, subsurface work; underground to a depth of 20 feet. Exposure to heights; use and climb a ladder of at least 40 feet high. Regularly exposed to raw sewage, toxic/caustic chemicals, fumes and odors, noise, vibrations, electrical hazards, airborne particles, dirt, dust and sludge. Blood borne pathogens, bacteria, algae, and/or other life forms, various types of organisms, microorganisms, and bugs
- Excellent communication skills are necessary, both orally and/or written form. Requires ability to read and to interpret a variety of water and/or wastewater treatment manuals, data, engineering and blueprints, mechanical, electrical, legal information, directions, instructions and methods and procedures. Requires the ability to write clear and legible documentation, reports, proper format, spelling and grammar. Must be detail-oriented for accuracy. Requires the ability to explain, compare, judge, and/or observe procedures
- Requires the ability to add and subtract totals; multiply and divide totals; determine percentages, time, weight, interpret statistical data; utilize basic algebraic formulas and perform statistical calculations
- Regularly lift, pull, push, drag and move supplies and equipment, sometimes, heavy at times, and occasionally without assistance
- This department is safety-sensitive. Safety is essential in this job! Must actively demonstrate safety practices and procedures, including the wearing of safety clothes and equipment

Essential Functions and Examples of Essential Responsibilities and Duties:

The following duties and responsibilities are normal examples. Specific duties may not be mentioned, but are determined by the normal requirements for the water and wastewater department. It Involves extensive learning and performing the techniques of operating and maintaining water treatment, wastewater treatment and pump stations.

- Controls water treatment plant processes and equipment per established procedures to purify/clarify water for human consumption and industrial/commercial use and to ensure a continuous, adequate supply of potable drinking water meeting federal/state regulations. Engages in the safe and compliant operation and monitoring of the Town water and wastewater treatment facilities at all times. Performs a variety of quality control requirements and adjustments as necessary to maintain compliance with Local,

State, Federal laws and statues. Mandatory compliance to ensure water is safe for consumption and treated wastewater does not degrade the environment. Interaction with DEC and DOH

- Ensure the general maintenance of all district buildings, equipment and grounds are maintained and kept up inside and out for tour-ready presentation or unannounced compliance inspections. Also, to include pump stations and all property and equipment off-site. Includes snow removal, garbage removal and landscaping; grass, trimming, brush, working outdoors with a variety of things that grow and bite
- Prepares and/or completes various forms, reports, logs, charts, or other documents; forwards or maintains as appropriate documentation for reference; Maintains daily work log
- Installs street barricades and cones prior to the performance of construction and repair activities; directs and controls traffic around work sites. Adheres to a safe work environment. Perform safe and lawful operation of a motor vehicle
- Reads water meters and/or readers on assigned routes, record readings, making necessary calculations. Ensures that meters are registering properly and reports on meter conditions, defects or suspicious conditions. Refers to appropriate personnel
- Inspect, observe variations and interpret the performance of all related machinery and/or equipment associated in one way or another with this department. Repair, maintain, operate, test, install, replace, read, record, monitor all buildings, equipment and jobs, for example: loading and unloading items, extract samples and perform testing of routine and non-routine sample tests and analysis of water and/or wastewater. Recording charts, valves, operating pumps, gauges, control panels. Air compressors, pumps, and other tools such as pipe locators, meter test units, jack hammers and concrete saws. Fills chemical crocks, variety of hand tools, mechanic and power tools and equipment. Mowers, generators, blowers, diagnostic instruments. Monitors operation of raw sewage pumps and grit removal equipment; cleans, monitors primary/secondary scum and sludge, checks effluent quality, sludge depth, monitors pumping of sludge to digester. Tests concentration of sludge returned to the system for further treatment, makes adjustments
- Performs analysis on bulk chemicals received at the plant; monitors chemical feeds for proper levels; adjusts feed rates where necessary. Takes readings from assorted meters/gauges; reads, interprets and records a variety of data, tests and calibrates diagnostic instrumentation as needed. Flushes, repairs and/or replaces fire hydrants, paints fire hydrants, water and sanitary sewer mains, lines, laterals. Installs new utility services by making taps for new water/sewer utility services. Locates and performs accurate utility mark-outs for water and wastewater department, homeowners, and contractors. Maintains water tank levels; cleans/disinfects water storage tanks; maintains proper water levels in filters; backwashes filters; monitors, operates and calibrates various pumps used to regulate water flow, pressure, and tank levels. Installs, repairs and replaces curb-box, manholes, meter vaults
- Must report any issues or problems to appropriate personnel, specifically any that might be potentially hazard or could jeopardize the Water and Wastewater (sewer) Districts and/or personnel.

T - Together

E - Everyone

A - Accomplishes

M - More