



Village of Watkins Glen  
303 N. Franklin Street, Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Water Treatment Plant Supervisor**  
Village of Watkins Glen

**LAST DATE TO FILE:** Applications accepted until vacancy filled.

**SALARY:** Salary commensurate with experience plus excellent benefit package.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service application along with a resume, and three (3) professional references to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. If you choose to drop your application off there is a mailbox outside the County building designated "All County Correspondence".... please deposit your application in the mailbox and clearly mark the envelope "Civil Service".

**VACANCY:** At the present time, there is one full time opening with the Village of Watkins Glen. This is a competitive title; therefore, the person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

**RESIDENCY REQUIREMENT:** Candidates must have been legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for the overall and day to day operation of the Water Department of the Village of Watkins Glen for providing potable water for consumption, the proper functioning of metering devices and supervision of subordinate employees. The work is performed under the general direction of the Superintendent of Public Works as to when, how, and by whom conditions are to be corrected. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Responsible for the day-to-day operation of the Water Department; Acts as distribution system operator and operator in charge; Supervises work of subordinate staff; Responsible for plant operations consisting of daily records and daily analytical tests to determine water quality; Responsible for maintenance and inspections of pumps, controls, and reservoirs; Responsible for testing, upkeep and repair of equipment; Responsible for the distribution of potable water to the public; Responsible for the construction, maintenance, repairs and replacement of lines, mains and water services; Locate and identify water leaks; Evaluate, consult and inspect water systems; Oversees and/or performs collection of samples for laboratory tests; Oversees and/or performs various lab tests; Orders and adds chemicals to process water.

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

Ability to make independent decisions on order of tasks and methods used;  
Ability to supervise work of subordinate staff;  
Ability to carry out oral and written instructions;  
Ability to maintain records;  
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 operation;  
Mechanical aptitude;  
Alertness and dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma; AND

- Two (2) years of supervisory experience; AND
- Possession of Department of Health (DOH) certification as a 2a Water Treatment Plant Operator, AND
- Possession of “C” license (Transient System with additional Chlorination) and “D” license (Distribution) or obtain within eighteen [18] months of hire.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid and unrestricted class “D” license for the class of the vehicle operated prior to, and throughout, employment.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: March 5, 2021**