

NOTICE
(As of September 3, 2026)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Chief Wastewater Treatment Plant Operator

<u>Compensation</u>		
Title		Salary
Chief Wastewater Treatment Plant Operator	2026	\$71,647.76-\$80,177.30

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam Wastewater Treatment Plant

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>.

Application forms must be filed with the Town Supervisor's Office no later than close of business on **Thursday, September 17, 2026**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments



Job Specification

CHIEF WASTEWATER TREATMENT PLANT OPERATOR

Job Specification #: 2550
Classification: Competitive

Adopted CSC: 05/14/96
Revised CSC: 12/08/98

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Wastewater Treatment Plant. General direction is received from the appointing authority, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel, and mechanical and maintenance assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies, and personnel;
- Makes daily inspection of plant and plant machinery;
- Makes or supervises necessary tests for control of plant operation;
- Supervises the treatment and disposal of sludge;
- Supervises the maintenance and repair of machinery;
- Assigns plant personnel to shifts;
- Instructs and supervises operators, trainees, and other subordinate employees;
- Maintains inventory of supplies, chemicals, and equipment;
- Requisitions materials to ensure continuous plant operations;
- Maintains records and prepares periodic reports on the operation of the plant.

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

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a wastewater treatment plant; good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to sewage treatment and disposal; ability to supervise 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 plan and supervise the work of subordinates; mechanical aptitude.

MINIMUM QUALIFICATIONS:

WHEN ASSIGNED TO TOWN OF GLENVILLE (PLANT WITH POINT SCORE OF 30 POINTS OR LESS):

- Graduation from high school or possession of a New York State equivalency diploma and completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation and six (6) months of operating experience at a wastewater treatment plant and the ability to perform necessary tasks.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

- Possession of a Grade 1 Chief Wastewater Treatment Plant Operator Certificate.

WHEN ASSIGNED TO TOWNS OF NISKAYUNA OR ROTTERDAM
(PLANTS WITH POINT SCORE OF 56-75 POINTS):

- A) Possession of an associate's degree* from a NYSDEC approved curriculum; OR
- B) Possession of an associate's degree* and eighteen (18) months' operating experience at a wastewater treatment plant; OR
- C) Possession of an associate's degree* with thirty (30) credit hours of math and/or science from a regionally accredited or New York State Registered university or college, plus eighteen (18) months operating experience at a wastewater treatment plant, OR
- D) Graduation from high school or New York State equivalency diploma and three (3) years' operating experience at a wastewater treatment plant.

SPECIAL REQUIREMENTS:

- Completion of an approved course by the Commissioner, Department of Environmental Conservation; AND
- Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

- Possession of a Grade 3A Chief Wastewater Treatment Plant Operator Certificate.

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.