

STATE OF NEW YORK
 DIVISION OF MILITARY AND NAVAL AFFAIRS
 330 OLD NISKAYUNA ROAD
 LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #26-33

CLOSING DATE: CONTINUAL UNTIL FILLED
VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Water/Wastewater Treatment Plant Operator Trainee
Locations:	New York State Division of Military and Naval Affairs (DMNA): Training Site: <ul style="list-style-type: none"> • Camp Smith Training Site – Cortlandt Manor, NY – (1 vacancy)
Salary Grade:	SG-12
Salary Range:	<p>Current Start Rate: \$50,425* Job Rate: \$61,548</p> <p>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)</p> <p>In addition: the Camp Smith Training Site will receive a Downstate adjustment of \$4,000 annually.</p>
Duties and Responsibilities:	<p>The incumbent of this position reports to the Sanitation Superintendent or other directed supervisor and is responsible for the production, storage, and distribution of safe drinking water at the Camp Smith Training Site. The incumbent will also assist in the operation and maintenance of the wastewater treatment plant and sanitary sewer system at the facility. Water/Wastewater Treatment Plant Operator positions are considered essential personnel.</p> <p>Water/Wastewater Treatment Plant Operator (Trainee) will have 12 months to complete all required certifications. Water/Wastewater Treatment Plant Operator (Trainee) will only perform Water/Wastewater Treatment duties under the supervision of a certified operator for which they are authorized or certified.</p> <p>The position performs responsibilities in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement between the NGB and the DMNA, as well as agency and labor contract duties and responsibilities – current and as amended. The position may report to State and/or Federal supervisory personnel.</p>

Responsibilities may include, but are not limited to the following:

- Operates well pumps, chlorine feed pumps, granular activated carbon (GAC) filtration and water softening equipment.
- Takes water samples, maintains chain of custody and coordinates sample testing with appropriate lab(s).
- Administers chlorine residual water testing.
- Maintains operations and maintenance reports, log sheets and completes monthly operation reports.
- Maintains and repairs operational equipment and adjusts equipment in accordance with test results.
- Maintains equipment and tools necessary for the performance of duties.
- Ensures that grounds and facilities around plant are maintained to proper specifications.
- Responsible for performing other duties necessary for the maintenance and upkeep of all water and wastewater facilities – to include snow and ice removal.
- May be required to perform other maintenance and operation duties as required to maintain facilities.
- Performs general grounds maintenance tasks such as clearing sites, mowing lawns, cutting bush and wood, trimming, and removing trees and shrubs, maintaining roads and sidewalks, snow and ice removal, collection/pick-up of trash and other obstructions from the building and surrounding areas.
- Travel may be required.
- May be required to respond to after hour emergency calls.
- Training will be required.
- Overtime may be required.
- May require work schedule modifications in order to meet directorate and agency operational needs.
- Other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of corrosion control, water softening, or ion exchange equipment, with or without chlorination.
- Knowledge of wastewater treatment plant primary settling tanks, biological trickling filters, final clarifiers, and disinfection process.
- Knowledge of the safe and efficient operation of water and sewage treatment plants.
- Working knowledge of OSHA, PESH, EPA, DEC, DOH, NYS Uniform Fire Prevention and Building Code and labor rules and regulations as they relate to the requirements of the occupation, including oil spills, chemical spills, air quality, and water contamination.
- Working knowledge of the purpose and application of the tests performed and results.
- Ability to read and interpret technical manuals, specifications, design drawings and wiring diagrams.

- Knowledge of wastewater treatment plant processes and procedures.
- Knowledge of ground water pumping systems and water distribution systems.
- Knowledge of pressure and or granular activated carbon (GAC) filters.
- Knowledge of chlorination systems.
- Ability to read, understand and take proper action from the data indicated on control panels, gauges, and meters.
- Ability to perform standard chemical tests required for specific water and wastewater treatment plants as per the operations and maintenance plans.
- Ability to prepare accurate written reports concerning plant operations, tests performed and results.
- Ability to perform necessary maintenance and repairs to keep the plants functioning properly.
- General working knowledge of any and all computer software related to the trade specialty.
- Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms, and lifts.
- Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).
- Ability to work in confined spaces in accordance with requirements.
- Ability to work outside in various temperatures and inclement weather for extended periods of time.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.

Minimum Qualifications:

Have successfully completed a valid Grade C Water Operator Course, with no more than two (2) failed exams and within six (6) months from the date of hire. Complete final certification and hold a valid Grade C Water System Operator certification issued by the NYS DOH within eleven (11) months from date of hire.*

AND

Incumbent must obtain a New York State Department of Environmental Conservation Grade 1 Wastewater Treatment Plant Operator certification, with no more than two (2) failed exams, within eleven (11) months from date of hire.*

AND

Have at least one (1) year of full-time experience in a Water/Wastewater Treatment Plant, maintenance and/or engineering field.

Water/Wastewater Treatment Plant Operator (Trainee) will have 11 months to complete all the required certifications. Schedules will be adjusted and/or time will be afforded to assist Trainee obtain the certifications under DMNA work time. Reasonable eligible costs associated with certification, will be submitted for payment through the DMNA state purchasing/procurement process, to include, but not limited to travel and any attendance fees. DMNA will submit costs for reimbursement. At the successful completion of the certifications and your ability to function at the full performance level of the Water/Wastewater Treatment Plant Operator, you would advance

without further examination to the Water/Wastewater Treatment Plant Operator Salary Grade 16.

AND

High School Diploma or GED equivalent.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes of status to Supervisor and State Human Resources (MNHS).

May be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Must be able to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Must be able to push, pull, lift, and carry heavy objects and equipment (50+

lbs). Must be able to work in confined spaces in accordance with requirements.

Must be able to work outside in various temperatures and inclement weather for extended periods of time.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

* Operating personnel making process control/system integrity decisions about quality or quantity that affect public health must be appropriately certified as set forth by New York State Department of Health; and be under the direction of an operator in responsible charge.

As a term and condition of employment, must meet and maintain all New York State and or Federal certification/license requirements. Should regulations or statutes require additional recertification or training in the future, employee will be required to meet such additional training requirements. Where allowable, appointees may be temporarily employed pending certification but must be removed if they fail to achieve certification.

At all times, the employee **MUST** maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the

	<p>work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.</p>
<p>How to Apply:</p>	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>BY MAIL: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><u>Vagueness and omissions will not be resolved in your favor.</u></p> <p>For questions, please reach out to State Human Resources at (518) 786-4830.</p> <p>This vacancy announcement will be posted until filled.</p> <p>Vacancy announcements can be closed 15 days after the original posting date listed below.</p>
<p>Subject of Interview:</p>	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
<p>POSTED: MARCH 19, 2026</p>	

New York State is an Equal Opportunity/Affirmative Action Employer.