



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **PROCESS OPERATOR**
(Provisional* Appointment)

SALARY: \$42,082 - \$57,659 annually

LOCATION: Monroe County Department of Environmental Services

HOURS: Normally Monday – Friday - 40 hours per week. 24/7 operation may require extended days, overtime, standby, call in, weekends, holidays.

JOB SUMMARY:

This position, in the Department of Environmental Services, is responsible for the safe and efficient operation and maintenance of sewer collection control facilities which include pump stations, tunnel control structures, interceptors and siphons for sewage flows up to ten (10) million gallons per day. The employee reports directly to, and works under the general supervision of the Assistant Sewer Collection Supervisor or other higher-level staff member. General supervision may be exercised over lower-level employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus three (3) years paid full time or its part time equivalent experience in the operation and maintenance of combined wastewater collection facilities and related control structures, one (1) year of which must have been in a supervisory or lead role capacity.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Water Environment Association Grade II Wastewater Collection Certificate or Grade II-A Wastewater Treatment Plant Certificate at the time of appointment.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION:(continued)

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 1, 2024

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.