

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Water and Sewer Systems Supervisor

**SALARY:** \$70,000 - \$75,000 annual salary range

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 03/16/26

**THE FINAL DATE TO FILE APPLICATIONS:** 04/10/26

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 04/11/26

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

This will be a provisional appointment pending jurisdictional classification.

**Minimum Qualifications:**

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in water/wastewater technology, environmental science, engineering technology, physical sciences, chemistry, biology, life sciences or a related field: OR
2. Graduation from High School and two years of experience working for a public works department in which the employee worked directly with water and/or sewer distribution, applicable military experience that involved working in water treatment and/or distribution, or experience working in a laboratory or in a health or environmental sciences field; OR
3. Any combination of training and experience equal to or greater than that specified in A) or B) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**Special Requirements:**

A valid New York State driver's license, class D at the time of application and maintain such license throughout the duration of employment.

Possession of a Grade B, and/or Grade D Water System Operator Certification within one year of employment. Maintenance of such license is required for the duration of employment.

Possession of a Grade 1 Wastewater Treatment Plant Operator Certification as required by the NYS DEC within one year. Maintenance of such a license if required for the duration of employment.

### **Distinguishing Features of the Class:**

This position is responsible for customer service, water/sewer system maintenance and repair, inspections, local law compliance evaluation, meter reading and record keeping functions of the Town of Newfield Water and Sewer Districts. The incumbent is responsible for the safe and efficient operation and maintenance of the Town's water and sewer systems. The incumbent will work under the general direction of the Town Supervisor as directed by the Newfield Town Board. Incumbent will coordinate closely with the Town of Newfield Highway Superintendent. Supervision may be exercised over the work of employees or contractors assigned to perform water and sewer construction and maintenance activities. Performs other duties as assigned.

### **Typical Work Activities:**

- Operates pumps, valves, motors and related machinery and equipment;
- Performs maintenance work and makes repairs to machinery and equipment including, but not limited to, pumps, valves, pipes, etc.;
- Records readings of meters, gauges, and scales;
- Performs routine flow monitoring of the sewer system with special attention to stormwater infiltration;
  
- Inspects and monitors pump stations and plant facilities;
- Regulates and adjusts chlorinators;
- Washes filter beds and settling basins;
- Takes samples of water for testing;
- Makes necessary tests for control of plant operations;
- Keeps a log of plant operations and related records;
- Performs water meter readings and tracks water usage trends;
- Prepares all required reports, including annual Water Quality Report;
- Manages budgets and purchasing for the Water and Sewer Districts;
- Responds to resident concerns and complaints, performing on-call duties as needed, responding to system emergencies after hours and weekends;
- Works closely with the Town Code Enforcement Officer to address identified noncompliance with Town Sewer Ordinance;
- Performs a variety of custodial and maintenance duties in connection with the maintenance of buildings and grounds;
- Update and maintain digital mapping of water/sewer systems;
- Available for emergency response as an essential staff member;
- Follows safety rules, general work habit regulations, and workplace expectations;
- Assists other departments with various tasks as needed.

### **Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of the practices used and equipment required in the operation and maintenance of the Town of Newfield water and sewer systems;

- Working knowledge of the principles and application of physics, chemistry, and bacteriology as they relate to water purification;
- Skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment in regard to both water and sewer operations;
- Ability to read, understand, and record data from gauges, scales and meters;
- Ability to make routine laboratory and field tests for control of plant operations;
- Ability to operate computers and related technology for administrative and operational purposes;
- Ability to maintain accurate records and prepare written reports;
- Ability to work independently and prioritize tasks;
- Ability to supervise others performing water and sewer construction and/or maintenance activities;
- Mechanical aptitude, alertness, and dependability are required;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally Created 2/2026

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850