

# **CITY OF WATERVLIET, NY**

**Employment Opportunities:  
as of September 27, 2024**

## **Staff Openings:**

### **Solid Waste/Recycling Enforcement Officer – Part-Time:**

Typical workday Monday-Thursday 6:00am to 11:00am

Responsibilities to ensure that municipal residents and businesses comply with local trash and recycling regulations.

### **Administrative Assistant:**

Typical workday Monday-Friday 11:30am to 3:30pm

This position can lead to full-time employment

This position will be assisting with day-to-day operations in finance, city clerk and code enforcement

Prior experience with administrative and clerical duties along with working knowledge of Microsoft programs

### **Motor Equipment Operator:**

Position in Department of Public Works Water Department,

Typical workday Monday-Friday 6:00am to 2:00pm + overtime

**The position requires a CDL license Class B**

Experience with tractors, trailers and truck operations, including plowing

**Please visit [www.watervliet.com](http://www.watervliet.com) to view full vacancy announcements and details**

**For more inquiries and further information  
please contact the General Managers office**

Joseph LaCivita, General Manager

(518) 270-3800 ext. 122 or email [jlacivita@watervliet.com](mailto:jlacivita@watervliet.com)