

# SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



## SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

### OPEN COMPETITIVE EXAMINATION

**EXAM TITLE:** WASTEWATER TREATMENT PLANT OPERATOR/OPERATOR TRAINEE  
CITY OF SCHENECTADY  
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES  
AS NEEDED.

**EXAM NUMBER:** 300-84

**SALARY RANGE:** \$16.44 HR - \$23.85 HR (2015)

**LAST DATE FOR FILING:** AUGUST 31, 2015

**DATE OF EXAMINATION:** OCTOBER 17, 2015

**RESIDENCY REQUIREMENT:** IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF **THE CITY OF SCHENECTADY** FOR AT LEAST ONE MONTH.

**LIST CERTIFICATION:** A SINGLE ELIGIBLE LIST WILL BE ESTABLISHED AS A RESULT OF THIS EXAMINATION AND WILL BE USED TO FILL VACANCIES AS THEY OCCUR. CANDIDATES WHO ARE SUCCESSFUL IN THIS EXAMINATION AND WHO HAVE THE PROPER GRADE CERTIFICATE ISSUED BY THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION, WILL BE CERTIFIED FOR APPOINTMENT AT THE OPERATOR LEVEL. OTHER ELIGIBLES WILL BE CERTIFIED AT THE TRAINEE LEVEL AND WILL BE ADVANCED TO THE JOURNEY LEVEL WITHOUT FURTHER EXAMINATION UPON SATISFACTORY COMPLETION OF THE CERTIFICATE REQUIREMENTS. OPERATOR ELIGIBLES WILL HAVE THEIR NAMES CERTIFIED FOR APPOINTMENT BEFORE THOSE ONLY ELIGIBLE FOR APPOINTMENT AS TRAINEES. IF ANY CANDIDATE ORIGINALLY PLACED ON THE ELIGIBLE LIST AS A TRAINEE ACQUIRES THE CERTIFICATION NECESSARY TO QUALIFY FOR OPERATOR DURING THE LIFE OF THE LIST, HE/SHE MAY SUBMIT EVIDENCE OF QUALIFICATION AND MAY THEN BE CERTIFIED AS AN OPERATOR.

**TRAINEE:** THIS IS A TRAINEE POSITION IN THE COMPETITIVE CLASS FOR WHICH CANDIDATES ARE SELECTED ON THE BASIS OF GENERAL INTELLIGENCE, BASIC KNOWLEDGE OF ELEMENTARY CHEMISTRY AND GENERAL SCIENCE AND MECHANICAL APTITUDE. TERM OF APPOINTMENT IS LIMITED TO THE TRAINING PERIOD FOR THE PLANT WHERE THE POSITION EXISTS, DURING WHICH TIME EMPLOYEES SHOULD BE REQUIRED TO SATISFACTORILY COMPLETE THE TRAINING AND EXPERIENCE REQUIREMENTS OF THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION REGULATIONS FOR A CERTIFICATE APPROPRIATE TO THE PLANT.

**TRAINEE DUTIES:** THIS IS A TRAINEE POSITION INVOLVING RESPONSIBILITY FOR LEARNING THE DUTIES AND ROUTINES IN THE OPERATION AND MAINTENANCE OF A WASTEWATER TREATMENT PLANT. THE WORK IS PERFORMED UNDER IMMEDIATE SUPERVISION OF A QUALIFIED OPERATOR.

**OPERATOR DUTIES:** THIS IS A ROUTINE BUT IMPORTANT WORK INVOLVING RESPONSIBILITY DURING A SHIFT FOR THE EFFICIENT OPERATION AND MAINTENANCE OF A WASTEWATER TREATMENT PLANT. THE WORK IS PERFORMED UNDER GENERAL SUPERVISION OF AN OPERATOR QUALIFIED TO BE IN CHARGE OF THE OPERATION OF THE PLANT. SUPERVISION MAY BE EXERCISED OVER SUBORDINATE EMPLOYEES IN THE PERFORMANCE OF THEIR ASSIGNED DUTIES. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

**TRAINEE: MINIMUM QUALIFICATIONS:** (ON THE DATE OF THE WRITTEN TEST) GRADUATION FROM HIGH SCHOOL; OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA.

**SPECIAL REQUIREMENTS:** (AT TIME OF APPOINTMENT)

MUST POSSESS A VALID NEW YORK STATE DRIVER'S LICENSE AND MUST MAINTAIN SUCH LICENSE THROUGHOUT DURATION OF EMPLOYMENT.

**OPERATOR: MINIMUM QUALIFICATIONS:** (ON THE DATE OF THE WRITTEN TEST)

FOR PLANTS WHOSE PLANT SCORE IS 76 OR HIGHER: GRADUATION FROM AN "APPROVED ASSOCIATE IN APPLIED SCIENCE" (A.A.S.) DEGREE FROM A DULY ACCREDITED UNIVERSITY OR SCHOOL IN ONE OF THE FOLLOWING CURRICULUMS APPROVED BY NYSDEC:

- (A) ECOLOGY AND ENVIRONMENTAL TECHNOLOGY FROM PAUL SMITH'S COLLEGE
- (B) WATER QUALITY MONITORING FROM ULSTER COUNTY COMMUNITY COLLEGE
- (C) ENVIRONMENTAL TECHNOLOGY FROM SUNY MORRISVILLE
- (D) WATER/WASTEWATER TECHNOLOGY FROM CROWDER COLLEGE

**OR**

POSSESSION OF AN ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE FROM A DULY ACCREDITED UNIVERSITY OR SCHOOL **PLUS** EIGHTEEN (18) MONTHS OF OPERATING EXPERIENCE AT A WASTEWATER TREATMENT PLANT. (NOTE: AN ASSOCIATE OF ARTS (AA) DEGREE WITH 30 CREDIT HOURS OF MATH OR SCIENCE IS CONSIDERED EQUIVALENT TO AN A.A.S. DEGREE.)

**OR**

GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA **AND** THREE (3) YEARS OF OPERATING EXPERIENCE AT A WASTEWATER TREATMENT PLANT.

**NOTE:** APPROPRIATE PART-TIME EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

***NOTE: WHEN COLLEGE EDUCATION IS REQUIRED TO MEET THE MINIMUM QUALIFICATIONS, A COLLEGE TRANSCRIPT (MAY BE AN UNOFFICIAL COPY THAT CLEARLY SHOWS COLLEGE NAME, DEGREE/CREDITS, ETC...) MUST ACCOMPANY THE APPLICATION FOR EXAMINATION OR APPLICATION WILL BE DISAPPROVED.***

**SPECIAL REQUIREMENTS (AT THE TIME OF APPOINTMENT)**

POSSESSION OF A GRADE 3A WASTEWATER TREATMENT PLANT OPERATOR CERTIFICATE AND MUST MAINTAIN APPROPRIATE CERTIFICATION THROUGHOUT DURATION OF EMPLOYMENT.

MUST ALSO POSSESS A VALID NEW YORK STATE DRIVER'S LICENSE AND MUST MAINTAIN SUCH LICENSE THROUGHOUT DURATION OF EMPLOYMENT.

**FURTHER INFORMATION ON WASTEWATER TREATMENT PLANT OPERATOR CERTIFICATE PROCEDURES IS AVAILABLE FROM:**

NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
BUREAU OF WATER COMPLIANCE PROGRAMS  
625 BROADWAY, 4<sup>TH</sup> FLOOR  
ALBANY, NY 12233-3506

(518)402-8177 OR [www.dec.state.ny.us/website/dow/bwcp/foas\\_main.html](http://www.dec.state.ny.us/website/dow/bwcp/foas_main.html)

**SUBJECTS OF EXAMINATION:** A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

1. **MECHANICAL APTITUDE:** THESE QUESTIONS TEST YOUR ABILITY TO IDENTIFY AND UNDERSTAND HOW BASIC MECHANICAL INSTRUMENTS SUCH AS MOTORS AND GEARS WORK.
2. **SAFETY PRACTICES:** THESE QUESTIONS TEST YOUR KNOWLEDGE OF BASIC SAFETY PRACTICES.
3. **TOOLS AND READING OF SCALES AND GAUGES:** THESE QUESTIONS TEST YOUR ABILITY TO RECOGNIZE OR IDENTIFY BASIC TOOLS AND THEIR COMMON USES AND TO MAKE ACCURATE READINGS OF VARIOUS TYPES OF DIALS, SCALES AND GAUGES.
4. **ELEMENTARY CHEMISTRY AND GENERAL SCIENCE:** THESE QUESTIONS TEST YOUR KNOWLEDGE OF BASIC PROCESSES AND CONCEPTS IN CHEMISTRY AND GENERAL SCIENCE.

5. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** THESE QUESTIONS TEST HOW WELL YOU COMPREHEND WRITTEN MATERIAL.
6. **BASIC MATHEMATICS:** THESE QUESTIONS TEST YOUR ABILITY TO USE ADDITION, SUBTRACTION, MULTIPLICATION AND DIVISION TO SOLVE BASIC ARITHMETIC PROBLEMS THAT MIGHT BE ENCOUNTERED IN WATER AND WASTEWATER TREATMENT PLANT OPERATIONS. QUESTIONS MAY ALSO INVOLVE THE USE OF FRACTIONS, DECIMALS, AVERAGES, AND PERCENTS.

**USE OF CALCULATORS:** IT IS **RECOMMENDED** THAT CALCULATORS BE USED FOR THIS EXAMINATION. CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD 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.

**A GUIDE FOR TAKING THE TEST FOR WATER AND WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE SERIES** IS AVAILABLE ON THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE WEBSITE AT:

<http://www.cs.ny.gov/testing/localtestguides.cfm>

CANDIDATES ARE ENCOURAGED TO VISIT THIS WEBSITE TO VIEW OR OBTAIN A COPY OF THIS PUBLICATION. CANDIDATES NOT HAVING ACCESS TO A COMPUTER OR THE WEB MAY OBTAIN A COPY OF THE TEST GUIDE BY CONTACTING THE SCHENECTADY COUNTY CIVIL SERVICE DEPARTMENT USING THE CONTACT INFORMATION GIVEN ELSEWHERE ON THIS ANNOUNCEMENT OR THE EXAM APPLICATION.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN  
MULTIPLE JURISDICTIONS WHEN EXAMINATIONS  
ARE SCHEDULED ON SAME DATE**

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL THE EXAMINATIONS AT ONE TEST SITE.

IF YOU HAVE APPLIED FOR BOTH **STATE** AND **LOCAL** GOVERNMENT EXAMINATIONS, YOU MUST NOTIFY OUR AGENCY, **SCHENECTADY COUNTY CIVIL SERVICE**, OF YOUR INTENT TO TAKE BOTH A STATE AND A LOCAL GOVERNMENT EXAMINATION. WHEN TAKING BOTH A **STATE** AND A **LOCAL** GOVERNMENT EXAMINATION YOU WILL BE REQUIRED TO TAKE ALL YOUR EXAMINATIONS AT A STATE EXAMINATION CENTER. YOU MUST COMPLETE A **CROSS-FILER FORM** INDICATING WHAT EXAMS YOU HAVE APPLIED FOR AND WE WILL NOTIFY NEW YORK STATE CIVIL SERVICE OF YOUR INTENT. YOU WILL BE ADVISED WHEN AND WHERE TO REPORT FOR YOUR EXAMINATIONS.

IF YOU HAVE APPLIED FOR MORE THAN ONE **LOCAL GOVERNMENT EXAMINATION** WITH MORE THAN ONE **LOCAL CIVIL SERVICE AGENCY**, YOU MUST NOTIFY EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. SCHENECTADY COUNTY HAS A **CROSS-FILER FORM** WHICH YOU MUST COMPLETE. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN **TWO WEEKS** BEFORE THE DATE OF THE EXAMINATIONS. ON THE CROSS-FILER FORM YOU WILL INDICATE ALL EXAMS YOU HAVE SIGNED UP TO TAKE AND THE LOCATION YOU WISH TO BE TESTED AT. IF YOU HAVE QUESTIONS REGARDING THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

**SEE GENERAL CONDITIONS ATTACHMENT**

**DATE RELEASED:** 8/4/2015