

***Chemung County/City of Elmira Regional Civil Service Commission***

*PO Box 588 • 203 Lake Street • Elmira, New York 14902-0588*

**Examination Notice**

**WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE - OPEN COMPETITIVE**

**EXAM #WWTPOT0117**

**EXAMINATION DATE**

**January 28, 2017**

**APPLICATION DEADLINE**

**December 23, 2016**

**SALARY:** \$19.20/Hr. (Trainee –2016 Entry)

**EXAM FEES:** There is a \$15.00 non-refundable exam fee. This fee must be paid at the time of application, either by cash, check or money order made payable to “Regional Civil Service Commission”. If your application is disapproved, the fee will not be refunded. You should carefully review the minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Details concerning waiver of application fee are found in the “General Instructions.”

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RESIDENCY REQUIREMENT FOR EXAM:** There is no residency requirement to participate in the exam.

**PREFERENCE IN APPOINTMENT FOR RESIDENTS:** At the appointing authorities’ request, preference may be given to successful candidates who have been residents of the municipality or district in which appointment is to be made for at least one (1) month immediately preceding the date of certification and at the time of appointment from the resulting eligible list.

FOR APPOINTMENT IN SOME JURISDICTIONS, you may be required to become a resident in accordance with law or resolution.

**VACANCIES:** This examination is being held to fill vacancies, as they may occur in the Chemung County Sewer District.

**MINIMUM QUALIFICATIONS: Either:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s in Applied Science degree; **OR**
- B) Graduation from a regionally accredited college or university or one accredited by the New State Board of Regents to grant degrees with an Associates of Arts degree with 30 credit hours of math or science; **OR**
- C) Graduation from high school or possession of an equivalency diploma **and** two (2) years of facility maintenance experience. The majority of work experience must include hands-on maintenance experience with motors, pumps, valves, or other hydraulic mechanisms.

**SPECIAL REQUIREMENT: Candidate/incumbent** must possess a valid New York State Class B (CDL) Driver's License within the forty-eight (48) months of the term of the trainee appointment and maintain license for the duration of employment as an operator.

**ANTICIPATED ELIGIBILITY:** If you expect to complete the college educational requirement by April 28, 2017, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Chemung County/City of Elmira Regional Civil Service Commission. Proof must be submitted by May 19, 2017. Failure to do so will result in removal of your name from the eligible list.

**JOB DESCRIPTION:** This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant. Incumbents are selected based on general intelligence, basic knowledge of elementary chemistry and general science, mechanical and computer aptitude. Term of appointment is limited to forty-eight (48) months, during such time, the incumbent is required to satisfactorily complete the training and experience requirements for Operator Grade 3 Certification as defined by Part 650 of NYCRR for Wastewater Treatment Plant Operators. Upon satisfactory completion of the training and experience requirements as defined by the DEC, and receipt of the proper grade certification by the NYS DEC the trainee receives permanent appointment as a Wastewater Treatment Plant Operator without additional examination. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test designed to test for knowledge, skills and/or abilities in such areas as:

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.

**STUDY GUIDES:** A "Guide to Taking the Written Test for Wastewater Treatment Plant Operator Trainee" is available on the New York State Department of Civil Service Website at [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) or in the Regional Civil Service office at 203 Lake Street, 2<sup>nd</sup> Floor, Elmira, NY.

**PRE-EMPLOYMENT DRUG TEST/BACKGROUND INVESTIGATION:** Candidates being considered for appointment may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

**CALCULATORS:** Use of a calculator is **RECOMMENDED**. 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.

*EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.*

## GENERAL INSTRUCTIONS

- Applications:** A regular application form must be filed for each separate examination. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved. There is a \$15.00 non-refundable exam fee (the fee for Uniformed Protective Services exams is \$20.00). The fee must be paid at the time the application is filed and must be paid in cash, check or money order, made payable to the Regional Civil Service Commission. There is a \$30.00 fee for returned checks with non-sufficient funds. Before filling out your application, read carefully the announcement for this examination. When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing. Applications postmarked after midnight of the "Last Filing Date" will not be considered eligible for this examination.
- Waiver of Exam Fee:** The exam fee may be waived for the following reasons:
  - You are unemployed and primarily responsible for the support of your household.
  - You are receiving financial assistance from the Department of Social Services.Applications and Waiver of Application Fee forms are available at the Chemung County/City of Elmira Regional Civil Service Commission, P.O. Box 588, 203 Lake Street, Elmira, New York 14902-0588. Telephone: (607) 737-2915. When submitting your waiver form, please provide proof of eligibility, such as a check stub or benefit card.
- Qualification Process:** Upon review of applications, candidates will either be disqualified or conditionally approved. Disqualified candidates will be afforded the opportunity to submit facts in opposition to disqualification. Conditionally approved candidates will receive a notice of admission to the exam and a request for official transcripts for any education stated in the exam notice under "Minimum Qualifications". Candidates not meeting the requirements after the verification process will be notified of their disqualification. **Candidates who fail to provide an official transcript will be notified of their score but will not be eligible for certification for appointment from the resulting eligible list until an official transcript is received and verified.**
- Admission to the Exam:** Accepted candidates will receive an admission letter which tells when and where to appear for the exam. No one will be admitted to the examination without the official admission letter. If an application is rejected, a disapproval letter will be sent to you. The Regional Civil Service Commission does NOT make formal acknowledgment of the receipt of an application; however, you should contact the Regional Civil Service Commission if you do not receive a notice within three (3) days of the examination informing you whether or not you are to be admitted to the examination.
- Multiple Exams on the Same Day:** Qualified candidates may take a combination of examinations being given on the same date. Prior to submitting applications for multiple exams, you may check with the Civil Service office for the maximum time allowance to complete all of the exams.
- Religious Accommodation:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the area on the examination application (page 1, C) "Religious Accommodation". We will make arrangements for you to take the test on a different date.
- Veterans' Credits:** Veterans and disabled veterans desiring to claim additional credit must submit veteran's credit forms prior to the establishment of the resulting eligible list. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Active members of the armed forces must provide proof of military status to receive conditional credit. Further information and applications are available at the Regional Civil Service Commission office.
- Additional Credit for Children of Firefighters and Police Officers Killed in the Line of Duty:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.
- Failing Examination/Failure to Appear:** Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
- Eligible Lists:** Unless otherwise specified, the final rank order of the eligible list established, as a result of this exam, will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will remain in force for at least one (1) year and may be extended by the Regional Civil Service Commission for a maximum of four (4) years.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

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