

YATES COUNTY PERSONNEL DEPARTMENT
ANNOUNCES
OPEN COMPETITIVE EXAMINATION FOR

CHIEF WASTEWATER TREATMENT PLANT OPERATOR – GRADE 3

EXAMINATION #67081

EXAMINATION DATE:

September 25, 2010

SALARY: \$22.88/hr. (Starting)

LAST FILING DATE:

August 23, 2010

VACANCY: The resulting eligible list will be used to fill future vacancies as they occur.

RESIDENCY: Candidates must have been legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County for at least one month prior to the date of the examination.

DUTIES: The work involves responsibility for supervising the safe and efficient operation and maintenance of a wastewater treatment facility.

MINIMUM QUALIFICATIONS: Either:

- (a) AAS degree from a regionally accredited or New York State registered university or college in a New York State Department of Environmental Conservation (“NYSDEC”) approved curriculum; or
- (b) AAS degree from a regionally accredited or New York State registered university or college, and eighteen (18) months operating experience at a wastewater treatment plant*; or
- (c) AAS degree with thirty (30) credit hours of math and/or science from a regionally accredited or New York State registered university or college, and eighteen months operating experience at a wastewater treatment plant*; or
- (d) Graduation from high school or New York State equivalency diploma and three (3) years operating experience at a wastewater treatment plant (*18 months at a plant with a point score of 56 or greater); and

Completion of the appropriate operator course approved by the NYSDEC Commissioner; and

*Eighteen months operating experience at a wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

SPECIAL REQUIREMENT: Possession of a Grade 3 Operator Certificate issued by the NYSDEC at time of appointment.

NOTE: Evidence of completion of the appropriate operator training as approved by the Commissioner of the NYS Department of Environmental Conservation (NYS DEC) must be submitted with application. Possession of a Grade 3 Operator Certificate issued by the NYS DEC must be provided at the time of appointment.

NOTICE: *In Accordance with Section 23-4(a) of the New York State Civil Service Law, preference in appointment may be given to residents in the jurisdiction where the vacancy exists.*

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills, and/or abilities in such areas as:

1. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

2. Operation and maintenance of pumps, valves, and related mechanical and electrical equipment

These questions test for knowledge of the principles and procedures involved in the operation, maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions.

3. Physics, chemistry, and bacteriology related to wastewater treatment and disposal, including laboratory and field tests for plant operations

These questions test for knowledge of the principles and practices of wastewater treatment, disposal, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with wastewater treatment and testing; operating principles of the equipment and procedures used in wastewater treatment; measurements and measuring devices used; sampling and testing wastewater and interpreting the results; and identification and characteristics of chemicals and bacteria involved in wastewater plant operations and testing. Some questions may involve basic arithmetic calculations.

4. Practices and equipment used in the operation and maintenance of a wastewater treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants, including such areas as objectives and purposes of plant processes, techniques, and equipment; terminology associated with wastewater and wastewater treatment plants; conditions and situations encountered in wastewater treatment plants; plant safety and monitoring; and equipment and materials used in wastewater treatment plant operation. Some questions may involve basic arithmetic calculations.

5. Tools, mechanical aptitude, and reading of scales, meters, and gauges

These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

NOTE: Unless otherwise notified, 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. You may not bring books or other reference materials.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. A check or money order payable to the Yates County Personnel Department must accompany your application. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements. There are no exceptions or waivers.

SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application.

ADDITIONAL NOTE: Applying for Civil Service examinations in multiple jurisdictions when Examinations are scheduled for the same date:

If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, 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 make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, 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 examination. 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(s). For this examination call (315) 536-5112 or write to Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527.

VETERAN'S CREDIT: Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit and a copy of their Form DD-214 (discharge) with their application for examination or at any time prior to the establishment of the resulting eligible list. Applications for veteran's credit are available at this office.

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. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in

Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.

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 hr 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.

If candidates have not received an Admission Notice to enter the exam within five (5) days of the scheduled exam date, they should call the Yates County Personnel Department at (315) 536-5112.

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 the examinations will apply to this examination.

Applications may be obtained at the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527 and must be filed in this office by Monday, August 23, 2010.

ISSUED: July 19, 2010/EOE