



Promotional Examination Announcement:
CHIEF WASTEWATER TREATMENT PLANT OPERATOR
EXAM #77922

Issued: December 14, 2018

Test Date: Saturday, March 2, 2019

Application Deadline: January 22, 2019

Application must be received in the Tioga County Department of Personnel & Civil service by **5:00 p.m.** on the above date. There are **NO** exceptions. Review the information and instructions at the end of this announcement! Applications available from this department or by following: <http://www.tiogacountyny.com/media/2134/application2016january.pdf>

Application Fee: No application fee required!

Time and Place of Written Examination: Approved candidates will be notified by admission letter 7 to 10 days prior to the written test date as to when and where to appear. **Notice will be sent by email when possible**, otherwise it will be sent to mailing address provided. **Be sure to bring the admission letter with you to the examination.** If you have not received an admission letter **3 days before** the written test date, call 607-687-8494

LOCATION OF WORK

Town of Owego
Village of Owego

MINIMUM SALARY

To be determined
To be determined

VACANCIES

Filled Provisionally
Current

NOTE - In accordance with Section 52 of Civil Service Law, employees in a department in which a vacancy occurs will be certified first for appointment.

Promotional Qualifications: At time of examination, candidates must be currently employed **AND** have **Twelve (12) months** continuous **permanent** competitive class **status** as a **Wastewater Treatment Plant Operator** with the location where promotion is sought **AND** eligibility for an appropriate Plant Operator's certificate issued under the provisions of Part 650 of the New York State Code of Rules and Regulations. Possession of the certificate is required at time appointment and continuously during employment. Qualifications for certification vary according to the Grade of Wastewater Treatment Plant, as determined by the New York State Dept. of Environmental Conservation (DEC).

SPECIAL REQUIREMENT: Possession of an appropriate level commercial driver's license at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.

Local Wastewater Treatment Plant Grading as of August 2016

Town of Owego - IIIA; (Apalachin - IVA)
Village of Owego - IIA

NOTE: Persons who are currently employed under Section 55a, NYS Civil Service Law, and who meet all the above eligibility requirements in the Non-Competitive rather than competitive class may compete in this examination.

Distinguishing Features of the Class: This is important technical and supervisory work involving responsibility for the planning, operation and maintenance of a municipal Wastewater Treatment Plant, with facilities for chemical precipitation, sludge digestion, sludge de-watering, ultimate sludge disposal, activated sludge, stabilization or oxidation process or any other biological oxidation process. The incumbent is in responsible charge of the complete and actual operation of the wastewater treatment plant. Dependent upon locations, general direction is received from the Director of Utilities, Superintendent of Public Works or other municipal official, through conference and review of plans. Considerable leeway is allowed for the use of independent judgment in carrying projects into operation. Supervision is exercised over a small number of employees involved in the operation and maintenance of the wastewater treatment plant. Does related work as required.

TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST

Subjects of Examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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 Chief Wastewater Treatment Plant Operator #77922

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 Type A wastewater treatment plant: These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants employing the activated sludge process or its modifications (Type A plants), including such areas as objectives of plant processes, techniques, and equipment; terminology associated with Type A wastewater treatment plants; conditions and situations encountered in Type A wastewater treatment plants; plant safety and monitoring; and equipment and materials used in Type A wastewater treatment plants. 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.

Test Guides & Resource Booklets - The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

Use of Calculators: The use of a calculator is **ALLOWED**. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

SENIORITY CREDIT: Service starts with the time of original entry in the **permanent classified service** of the municipality in which promotion is sought. Credit or "points" will be added to a passing score of 70 or higher as follows:

POINTS	YEARS OF SERVICE
0	Less than one (1)
1	1 year, up to six (6)
2	Over 6, up to 11
3	Over 11, up to 16
4	Over 16, up to 21
5	Over 21, up to 26

Tioga County is an Equal Opportunity Employer

ADDITIONAL INFORMATION AND INSTRUCTIONS

ADDITIONAL EXAMINATION CREDIT – 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 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.

ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

3 Chief Wastewater Treatment Plant Operator #77922

ALTERNATIVE TEST DATE: When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy: <http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf>

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both **State and Local** government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** 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 will be advised by letter when and where to report for your examinations. For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8494. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

APPOINTMENT from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

BACKGROUND INVESTIGATION and Additional Screenings: Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3):

A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

DISQUALIFICATION: Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

ELIGIBLE LIST: In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination **may** be used to fill vacancies in similar related titles.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

EXAM HOLDINGS: In the instance where both a **promotional** and an **open-competitive examination** are held for the same title, a mandated **promotional list will be used first** to fill any positions. If you meet both the **promotional** and **open-competitive minimum qualifications**, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

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

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

FEES: Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

FORMAT: The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms may be obtained from, and must be filed with the **Tioga County Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet www.tiogacountyny.com

MINIMUM QUALIFICATIONS: You **MUST** specifically state how you meet these requirements when completing the application. *Ambiguity and vagueness will NOT be resolved in your favor.*

NOTIFICATION: If an application is disapproved, 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.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the USPS address or email address listed on his/her application **3 days before** the date of the exam, call 687-8494.

RATING: This written and/or training and experience 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 examinations will apply to this written and/or training and experience examination. A score of 70 is considered passing.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

SPECIAL ACCOMMODATIONS: Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS and BOCES: 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 is required.