NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer

(716) 438-4071

WATER TREATMENT PLANT OPERATOR/TRAINEE

NO. 20-078 Examination Open to the Public

County Salary $19.01 - $21.59/hour
Salary Varies by Municipality

This examination will be held to establish an eligible list to fill any appropriate vacancy that may occur in the Niagara County Water District or within the municipalities under the jurisdiction of Niagara County Civil Service. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

1. In order to receive a temporary, provisional, or permanent appointment, all candidates must undergo and pass a physical/fit test required under 29 CFR 1910 of the Occupational Safety and Health Administration Labor Code of Federal Regulations.

2. Possession of a valid New York State Motor Vehicle License is required at time of appointment and for the duration of employment.

DUTIES: The incumbent undergoes on-the-job training to become qualified as an operator of a water treatment plant. Assists in the operation and maintenance of a water treatment plant. This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water treatment plant. The work is performed under immediate supervision of a qualified operator. Does related work as required.

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 eighteen (18) months, during which time employees shall be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a Class II A Water Treatment Plant Operator certificate. If the employee fails to obtain a Grade II-A certificate within this traineeship, his/her employment will be discontinued. Trainees who receive their Grade II-A certificate automatically will be promoted to the Water Treatment Plant Operator title without further examination and will not be required to complete the full traineeship.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.

ORIGINAL APPLICATIONS MUST BE RECEIVED BY 4PM OR BE POSTMARKED BY
SEPTEMBER 2, 2020

A **non-refundable $15.00 application fee** is required.
Apply and pay online or submit a check/money order payable to: **Niagara County Civil Service**
ANNOUNCEMENT ISSUED: August 5, 2020

EXAMINATION DATE
SEPTEMBER 26, 2020

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SUBJECT OF EXAMINATION – There will be a written test which you must pass in order to be considered for appointment. The written test is 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.

A Guide for the Written Test for the ***Water & Wastewater Treatment Plant Operator/Trainee Series*** is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES