



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

*Malcolm A Needler  
Personnel Officer*

(716) 438-4071

**SENIOR WATER TREATMENT PLANT OPERATOR  
(NORTH TONAWANDA)**

**No 62-393 Examination Open to the Public**

**Salary Range: \$28.26 - \$35.13**

The examination will be held to establish an eligible list used to fill one current vacancy and any other appropriate vacancies in the North Tonawanda Water Department that may occur during the life of the list. **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.

Candidates must meet one (1) of the following combinations of education and experience.

<b>Education</b>	<b>Experience</b>
Graduation from a regionally accredited or New York State registered approved college or university with a Bachelors Degree in engineering, natural science or a related field; <b>and</b>	Two (2) years of operational experience in the operation of a Type A Water Treatment Plant whose designated capacity exceeds 2.5 MGD with chemical conditioning, filtration and chlorination;
Graduation from a regionally accredited or New York State registered approved college or university with an Associates Degree in applied science with at least one semester course in water treatment plant operations; <b>and</b>	Four (4) years of operational experience in the operation of a Type A Water Treatment Plant whose designated capacity exceeds 2.5 MGD with chemical conditioning, filtration and chlorination;
Graduation from a regionally accredited or New York State registered approved college or university with an Associates Degree in applied science; <b>and</b>	Six (6) years of operational experience in the operation of a Type A Water Treatment Plant whose designated capacity exceeds 2.5 MGD with chemical conditioning, filtration and chlorination;
Graduation from high school or possession of an equivalency diploma. <b>and</b>	Ten (10) years of a combination of operational experience in a Type A Water Treatment Plant whose designated capacity exceeds 2.5 MGD with chemical conditioning, filtration and chlorination and/or in a Grade 4 Wastewater Treatment Plant with a minimum of one (1) year experience in a Type A Water Treatment Plant.

**SPECIAL REQUIREMENTS:**

Possession of a Grade IA Water Treatment Plant Operator's License within one (1) year of appointment and throughout employment.

**DUTIES:** The work involves responsibility during a shift for the efficient operation and maintenance of a water treatment plant which includes facilities for filtration and pretreatment or a chemical softening process. The work is performed under the general supervision of the Chief Water Treatment Plant Operator. An employee in this position exercises all the authority of the Chief Water Treatment Plant Operator in his absence. Supervision normally may be exercised over operators and other subordinate employees in the performance of their assigned duties. Does related work as required.

**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.**

<p><b>FILING DEADLINE</b></p> <p><b>JUNE 23, 2021</b></p>
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A **non-refundable \$15.00 application fee** is required. Apply and pay online or submit a check or money order payable to: **Niagara County Civil Service**

<p><b>EXAMINATION DATE</b></p> <p><b>AUGUST 7, 2021</b></p>
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**ANNOUNCEMENT ISSUED: May 26, 2021**

**NOTICE TO CANDIDATES:** The use of calculators is **ALLOWED**. 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 and smart watches are prohibited.**

**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.

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

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **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.
2. **Physics, chemistry, and bacteriology as related to water treatment and purification, including laboratory and field tests:** These questions test for knowledge of the principles and practices of water treatment, purification, sampling, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with water treatment and testing; objectives and principles of various water treatment and testing procedures; measurement, sampling, and preservation of water samples; interpreting test results; and the effects of variables on water treatment processes.
3. **Practices and equipment used in the operation and maintenance of a Type A water treatment plant:** These questions test for knowledge of the principles and practices associated with the operation and maintenance of Type A water treatment plants, including such areas as objectives and purposes of plant processes and equipment; terminology associated with Type A water treatment plants; conditions and situations encountered in Type A water treatment plants, including safety concerns; water disinfection and dosing; and equipment and materials used in Type A water treatment plants. Some questions may involve basic arithmetic calculations.
4. **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.
5. **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.

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**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 examination for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

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](#)