



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740**

*Malcolm A Needler
Personnel Officer
(716) 438-4071*

SUPERINTENDENT OF WASTEWATER AND WATER

No 71-188 Promotional Examination

Salary Range: \$40.12 - \$48.90

The examination will be held to establish an eligible list used to fill to fill one current vacancy and any other vacancies that may occur in the North Tonawanda Water District during the life of the list. **The list established from this exam will supersede any existing list for this title.**

PROMOTIONAL QUALIFICATIONS:

1. One (1) year of permanent competitive status as a Chief Wastewater Treatment Plant Operator, Chief Water Treatment Plant Operator, Water & Wastewater Treatment Plant Maintenance Supervisor, or Sanitary Chemist in the City of North Tonawanda immediately preceding the date of written examination, OR
2. Three (3) years of permanent competitive status as a Senior Wastewater Treatment Plant Operator or a Senior Water Treatment Plant Operator in the City of North Tonawanda immediately preceding the date of written examination

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

DUTIES: The work involves responsibility for the planning, direction and supervision of the operation and maintenance of a wastewater treatment facility with an other than activated sludge process plant; a water treatment facility and pumping station equipment; the Industrial Pretreatment Program; the Waste Hauler Discharge System; and the water distribution system and line maintenance. The Superintendent performs a broad range of administrative, supervisory and technical duties in carrying out his assigned responsibility. The work is performed under the general direction of the Mayor and Common Council with considerable latitude given for the exercise of independent judgment in carrying out assignments and dealing with emergency situations. The work is reviewed through conferences and reports. Supervision is exercised over all plant operation, maintenance and laboratory personnel. Administrative supervision is exercised over a wide variety of water treatment plant operations, maintenance, purification and business management activities. Does related work as required.

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.**

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required supporting 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.**

FILING DEADLINE

JUNE 23, 2021

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**

ANNOUNCEMENT ISSUED: May 26, 2021

EXAMINATION DATE

AUGUST 7, 2021

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. **Methods, materials, and equipment used in the construction and maintenance of water distribution systems and fire hydrants:** These questions test for knowledge of the methods, materials, and equipment used in the construction and maintenance of water distribution systems and fire hydrants, including such areas as the purposes and uses of the various components of a water distribution system; terminology associated with water distribution systems; materials and devices used in water distribution system construction and repair; principles and practices involved in the installation, operation, and maintenance of water distribution systems; and the installation, operation, and maintenance of fire hydrants.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Administrative supervision:** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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>.

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.

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](#)**

Niagara County Civil Service #2021-29