



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

*Malcolm A Needler*  
*Personnel Officer*

(716) 438-4071

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## CONTINUOUS RECRUITMENT FOR WATER TREATMENT PLANT OPERATOR/TRAINEE WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

### Examination Open to the Public

### Salaries Vary for County & Municipalities

This exam is held on a continuous recruitment basis and candidates will be tested as applications are received. The eligible list resulting from this exam will be used to fill Water Treatment Plant Operator/Trainee and Wastewater Treatment Plant Operator/Trainee vacancies as they occur in the municipalities under the jurisdiction of Niagara County Civil Service. Candidates will be canvassed/certified for both titles as vacancies occur.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. **Your name at that score will remain on the list for a one (1) year period.** Should you receive a permanent appointment, your name will be removed from consideration for subsequent vacancies in that title. **Candidates may retest every six (6) months.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of **Niagara, Erie, Orleans, or Genesee County** for at least one (1) month immediately preceding the date your name is placed on the eligible list 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:** Please view the job description for the separate titles.

**DUTIES:** For a complete job description please visit:

[https://www.niagaracounty.com/employment/job\\_specs\\_for\\_civil\\_service\\_positions.php](https://www.niagaracounty.com/employment/job_specs_for_civil_service_positions.php)

These are trainee positions 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. The length of traineeship and term of appointment is based on title so please view the job description. If the employee fails to obtain the required certification within the traineeship, his/her employment will be discontinued. Trainees who receive their required certification are automatically promoted to the 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.

**YOUR APPLICATION WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.**

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**

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**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.**

**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 will be designed to test for knowledge, skills, and/or abilities in such areas as:

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](http://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.

**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, 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.

**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 arrangements 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](#)**  
Exams/Jobs Portal - **<https://niagara-portal.mycivilservice.com/>**