



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

*Malcolm A Needler  
Personnel Officer*

(716) 438-4071

## **SANITARY CHEMIST**

### **No 60-651 Examination Open to the Public**

**Salary Range – \$28.94-\$33.92/hour**

The examination will be held to establish an eligible list used to fill one current vacancy and any appropriate vacancies in the Niagara County Sewer District 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.

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree in chemical, environmental, physical or biological sciences or engineering; **and**
2. Completed at least twenty-four (24) semester hours of chemistry; **and**
3. Completed at least sixteen (16) semester hours in the biological sciences, including at least one course having microbiology as a major component (required for Niagara County Sewer District only); **and**
4. Two (2) years of experience in sanitary chemistry or in performing technical analysis in an environmental laboratory including tests involving wastewater and/or drinking water analysis.

**DUTIES:** The work involves responsibility for maintaining required environmental and sanitary standards in the treatment of water and/or wastewater and for the determination of plant chemical treatment procedures which will produce the most efficient and effective results within plant design limitations. The incumbent is designated as the technical director for the ELAP certified laboratory and is responsible for ensuring that all the laboratory, industrial pre-treatment programs, and safety programs comply with all regulatory requirements. The work is performed under the general supervision of the Chief Operator, Administrative Director or Superintendent with considerable latitude permitted for the exercise of independent judgment in carrying out the technical aspects of the work. The incumbent supervises and participates in the physical, chemical, and bacteriological examination of water and/or wastewater. Supervision may be exercised over the activities of subordinate laboratory personnel. Does related work as required.

**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.

**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.**

FILING DEADLINE

**OCTOBER 15, 2019**

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: September 16, 2019**

EXAMINATION DATE

**DECEMBER 14, 2019**

**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. **Analytical chemistry, including techniques, equipment, and procedures for inorganic and organic analyses:** These questions test for knowledge of general principles of chemical analysis, including the various techniques used in the chemical analysis of both organic and inorganic materials, the operating principles and characteristics of the analytical equipment used, and laboratory safety.
2. **Organization and interpretation of data, including elementary statistical analysis and quality control:** These questions test for knowledge of the various techniques used in data collection and analysis. Questions may include such areas as proper methods of collecting and organizing data, elementary statistical operations performed on data, and interpreting tabulated results properly.
3. **Principles and applications of microbiology related to the testing of both treated and untreated water:** These questions test for knowledge of microbiology as it relates to water testing, including such areas as sample preservation and preparation for microbiological analysis; methods, materials, and equipment used in the culture and identification of microorganisms, including microscopy; characteristics and effects of microorganisms; and general principles of microbiology and water treatment.
4. **Principles and applications of physics and chemistry related to the testing of both treated and untreated water:** These questions test for knowledge of the principles and practices of physics and chemistry as they relate to the characteristics of water, including such areas as water testing, sample preparation, and the methods, materials, and equipment used for measuring a variety of physical and chemical parameters; and water treatment processes as they relate to water chemistry and testing.
5. **General laboratory practices, techniques, and equipment:** These questions test for knowledge of basic laboratory practices, techniques, and equipment, including such areas as proper and safe techniques in sample preparation and analysis; use and characteristics of laboratory supplies, equipment, and instrumentation; principles and practices of laboratory safety; preparation of solutions of various concentrations; and terminology and underlying scientific principles associated with laboratory work.
6. **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.

**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.

**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**

Niagara County Civil Service #2019-75