



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

SANITARY CHEMIST (NORTH TONAWANDA)

No 71-898 Promotional Examination

Salary Range – \$27.43-\$32.17/hour

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

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class and must have served on a permanent basis for two (2) years as a Senior Lab Technician or four (4) years as a Lab Technician in the City of North Tonawanda immediately preceding the date of 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

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

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.**

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

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 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](#)