



**THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:**

**CHIEF WASTEWATER TREATMENT PLANT OPERATOR: EXAM #62598**

**DATE OF WRITTEN EXAMINATION:** March 2, 2019

**APPLICATION FILING DEADLINE:** Applications must be postmarked or received no later than 4:00pm on January 28, 2019. Applications are available on our website, [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or in person at our office located at 258 Main Street, Oneonta. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$15.00 non-refundable application fee, or an application fee waiver, for each examination for which you apply must be submitted with your application. Please send a personal check, certified bank check or money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. *Cash will not be accepted.*

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies which occur within the City of Oneonta Wastewater Treatment Plant.

**SALARY:** \$50,000 annually (base)

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test.

**NOTE:** The use of a calculator is **allowed** for this exam.

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsible charge of the complete and actual operation of a sewage plant; does related work as required. This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Type B Sewage Treatment Plant with facilities for chemical precipitation, separate sludge digestion, or any other biological oxidation process other than the activated sludge and the stabilization or oxidation pond process. General direction is received from the appointing authority but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance assistants.

## MINIMUM QUALIFICATIONS:

- a) A Bachelor of Science degree from a duly accredited college or university; or
- b) A Bachelor of Arts degree with thirty (30) credit hours of math and /or science from a duly accredited college or university; or
- c) An approved Associate in Applied Science (A.A.S.) degree from a duly accredited college or university in one of the following curriculums approved by NYSDEC:
  - a. Ecology and Environment Technology from Paul Smith's College
  - b. Water Quality Monitoring from Ulster County Community College
  - c. Environmental Technology from SUNY Morrisville
  - d. Water/Wastewater Technology from CrowderPlus eighteen (18) months of operating experience at a wastewater treatment plant; or
- d) An Associates in Applied Science (A.A.S.) degree from a duly accredited college or university plus three (3) years of operating experience at a wastewater treatment plant; or
- e) High School or high school equivalency diploma and six (6) years of operating experience at wastewater treatment plant.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a Grade 4 Operator's Certificate issued under the provision of the New York State Sanitary Code. Possession of the certificate at the time of appointment.

**SUBJECTS OF EXAMINATION:** The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. 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.

**TEST GUIDE:** 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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) .

**RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS:** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** 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 Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any

time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits. **Application for Veteran's Credits are available at the Personnel / Civil Service Office.**

**CROSS-FILING FOR CANDIDATES APPLYING TO TAKE 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 three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to **three weeks** before the date of the examination.

**APPLICATION FEE:** An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office. It is the responsibility of the candidate to notify the Civil

Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Oneonta Personnel/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

**CITY OF ONEONTA ALTERNATE TEST DATE POLICY**

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
10. A conflict with a previously established work schedule that cannot be rearranged.

**THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO  
WORKFORCE DIVERSIFICATION.**

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**DATED: January 2, 2019**