



THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:

**WATER AND WASTEWATER TREATMENT PLANT
OPERATOR / OPERATOR TRAINEE: EXAM #2018-3**

DATE OF WRITTEN EXAMINATION: June 9, 2018

APPLICATION FILING DEADLINE: Applications must be postmarked or received no later than 4:00pm on May 25, 2018. Applications are available on our website, 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 \$10.00 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 & ELIGIBLE LIST: A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Candidates who are successful in this examination and who have the proper grade certificate issued by the NYS Department of Environmental Conservation or NYS Department of Health, will be certified for appointment at the Operator level. Other candidates will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirement and traineeship.

SALARY: Starting base: \$29,435 (CSEA Grade 6)

RESIDENCE REQUIREMENT: Candidates must be legal residents of Otsego County or contiguous counties (Delaware, Chenango, Madison, Herkimer, Schoharie, Oneida and Montgomery Counties) for at least 1 month immediately preceding the date of the examination. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination.

BACKGROUND INVESTIGATION: Each potential appointee may be the subject of a thorough investigation to help determine character and fitness, and to verify information provided by the applicant.

GENERAL STATEMENT OF DUTIES:

- **Trainee:** This is a trainee position involving responsibility for learning the duties and routine in the operation and maintenance of a Water or Wastewater Treatment Plant. The work is performed under immediate supervision of a qualified operator.
- **Operator:** This is important but routine work involving responsibility during a shift for the efficient operation and maintenance of a Water or Wastewater Treatment Plant. The work is performed under general supervision of an operator qualified to be in charge of the operation of the plant. Supervision may be exercised over subordinate employees in the performance of their assigned duties.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last date of filing:

- **Trainee:** Graduation from high school; or possession of a New York State high school equivalency diploma.
- **Operator:**
 - A. Water Treatment Plant:** Graduation from high school or possession of a New York State high school equivalency diploma, completion of an appropriate course of instruction approved by the State Department of Health, and not less than one (1) year of satisfactory experience in the actual operation of a Water Treatment Plant with facilities for filtration with pretreatment or for chemical softening or any similar process. Candidates must possess a valid NYS Driver's License at the time of appointment.
 - B. Wastewater Treatment Plant:** Graduation from high school or possession of a New York State high school equivalency diploma, completion of an appropriate course of instruction approved by NYS DEC, and not less than one (1) year of satisfactory experience in the actual operation of a wastewater treatment plant with a point score of 76 or greater, and facilities of the appropriate type. Additionally, candidates must possess the ability to conduct the routine laboratory and field tests required, and must possess a valid NYS Driver's License 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. 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.

CALCULATOR POLICY: It is **recommended** that candidates use a quiet, hand-held, solar or battery-operated powered calculators for this exam. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are prohibited. A calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination.

TEST GUIDE: A Guide to the written test for the Water and Wastewater Treatment Plant Operator/Trainee Series is available at the New York State Department of Civil Service website: <https://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.

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.**

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

DATED: May 4, 2018