

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

AN OPEN COMPETITIVE EXAMINATION FOR THE POSITIONS OF

WATER AND WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

EXAM NO.: #2-2010

DATE OF WRITTEN EXAMINATION: April 3, 2010

LAST DATE OF FILING APPLICATIONS: Applications must be postmarked or received no later than March 22, 2010 in the Civil Service Office by 4:00 p.m.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$5.00 non-refundable 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 accepted at the Personnel/Civil Service office.

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.

VACANCIES: The eligible list established for Water and Wastewater Treatment Plant Operator/Trainee will be used to fill any future vacancies in the Water Treatment Plant and Wastewater Treatment Plant.

SALARY: \$25,500

RESIDENCE REQUIREMENT: Candidates must be legal residents of Otsego County or contiguous counties for at least 1 month immediately preceding the date of the examination. Preference and certification for appointment may be given to candidates who are residents of the City of Oneonta.

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 New York State Department of (Environmental Conservation or Health), will be certified for appointment at the Operator level. Other eligibles 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.

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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 Level:

Graduation from high school or possession of a high school equivalency diploma.
Possession of a valid N.Y. State Driver's License at the time of appointment.

Operator Level:

WASTEWATER TREATMENT PLANT:

Possession of a Wastewater Treatment Plant Operator Certificate Grade 3 license, issued by the NYS Department of Environmental Conservation appropriate for the type of plant operated. Possession of a valid N.Y. State Driver's License at the time of appointment.

WATER TREATMENT PLANT: Possession of a Water Treatment Plant Operator Certificate II-A issued by the NYS Department of Health appropriate for the type of plant operated. Possession of a valid N.Y. State Driver's License at the time of appointment.

SUBJECT OF EXAMINATION: Written test designed to test for knowledge, skills, and/or abilities in such areas as:

Mechanical Aptitude:

These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.

Safety Practices:

These questions test your knowledge of basic safety practices.

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.

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Elementary Chemistry and General Science:

These questions test your knowledge of basic processes and concepts in chemistry and general science.

Understanding and Interpreting Written Material:

These questions test how well you comprehend written material.

Basic Mathematics

These questions test your ability to use addition, subtraction, multiplication and division to solve basic problems that might be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages, and percents.

NOTICE TO CANDIDATES: It is recommended that candidates use quiet hand-held, solar battery-operated powered calculators. Devices with Typewriter Keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

A Guide To Taking The Written Test for Water/Wastewater Treatment Plant Operator Trainee Series will be sent to all approved candidates before the test date. If you have not received a copy, please call the Personnel /Civil Service Office at 607-432-0670.