

CITY OF NORWICH ANNOUNCES
OPEN-COMPETITIVE EXAMINATION
TREATMENT PLANT OPERATOR/TRAINEE

LAST FILING DATE: December 2, 2016 **SALARY:** Varies

EXAMINATION DATE: December 17, 2016 **EXAM NUMBER:** #16865

VACANCY: Eligible list will be used to fill vacancies as they occur in the City of Norwich.

DUTIES: Assists in the operation and maintenance of a water or wastewater treatment plant. Does related work as required.

RESIDENCY: Candidates must be legal residents of Chenango County or one the contiguous counties (Broome, Cortland, Delaware, Madison or Otsego) for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS:

Treatment Plant Operator:

Graduation from high school or holder of a equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general education development, high school level and:

- 1) Two years of experience in the operation of a water distribution system and
- 2) An Associates Degree in a related field and
- 3) A Grade II Wastewater Operators Certificate issued by the State of New York and
- 4) A Grade II-A Water Treatment Plant Operators Certificate issued by the State Of New York and
- 5) A valid Class B CDL operator's license issued by NY State at time of appointment.

Treatment Plant Operator Trainee:

Graduation from high school or holder of a equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general education development, high school level and:

- 1) A valid Class B CDL operator's license issued by NY State at time of appointment.

The terms of appointment are limited to no more than five years during which time employee is required to satisfactorily complete the training and experience requirements of the New York State Department of Health regulations for a Grade II-A Water Treatment Plant Operators Certificate and A Grade II Wastewater Treatment Plant Operators Certificate issued by the New York State Department of Environmental Conservation.

SPECIAL REQUIREMENTS:

Must possess a Grade D Water Distribution Operators certificate issued by the New York State Department of Health within one year of appointment.

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

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. 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.
5. Understanding and Interpreting Written Material
These questions test how well you comprehend written material.
6. Elementary Chemistry and General Science
These questions test your knowledge of basic processes and concepts in chemistry and general science.

Use of a calculator is permitted for this exam: The use of a quiet, hand-held, solar or battery powered calculator is permitted. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are prohibited.

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 eligible's will be certified at the Trainee level and will be advance to the journey level without further examination upon satisfactory completion of the certificate requirements.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

A guide to Taking the Examination for Treatment Plant Operator/Trainee is available in the Civil Service Office. Please call 334-1235 or stop in at One City Plaza, Norwich, N.Y., Room 202, to obtain a copy.

EXAMINATION FEE: A fee of \$10.00 for City of Norwich residents and \$15.00 for non-residents is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. DO NOT SEND CASH. Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee; or whose personal check is returned for insufficient funds, will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall, One City Plaza, Norwich, N.Y. 13815.

GENERAL INFORMATION:

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you are cross filing for an examination, please indicate this on the application. Give the examination number, title of the examination and the jurisdiction giving the examination.
4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.
5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
7. Falsification of any part of the Application for Examination or Employment will result in disqualification.
8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.
9. 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.
10. Veterans or disabled veterans desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veteran credit is added only to the score of the examination when the passing score of 70.0 or higher is attained by the candidate. The time periods for which veteran credit is permitted are listed on the application. Please circle the appropriate dates of service.

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 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.

11. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.
12. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.
13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Posted: November 4, 2016