

CITY OF NORWICH ANNOUNCES

Treatment Plant Operator/Trainee

Civil Service Exam held in the City of Norwich
(Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
March 2, 2024	24-001	\$10.00 for City Residents \$15.00 for non-residents	January 29, 2024

*The non-refundable Application and Administrative Fee must be submitted at time of application.

A “fee waiver” is available to candidates who meet the requirements.

It is the applicant’s responsibility to clearly show that they meet the minimum qualifications for the position.

Salary: \$52,728

Vacancy: This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from the Eligible List. Once appointed, there will a probation period of 8-52-weeks based on performance of duties.

Residency Requirements: Candidates must be legal residents of Chenango County or one of 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 test.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma; and Possession of a Grade II-A Water Treatment Plant Operations Certificate issued by the New York State Department of Health and a Grade II Wastewater Treatment Plant Operators Certificate issued by New York State Department of Environmental Conservation

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

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

Mechanical Aptitude: These questions are designed to test a candidate’s ability to understand and apply basic mechanical principles to devices such as levers, pulleys, pumps, gears, and similar mechanical devices and must answer questions about how they function.

Safety Practices: These questions are designed to test a candidate's knowledge of general safety principles and practices including those involved when working with mechanical equipment, electricity, and hazardous chemical substances. Candidates are NOT expected to know about detailed safety. Procedures that may be used in water or sewage treatment plants.

Reading of Scales and Gauges: These questions are designed to test a candidate's ability to read and understand various meters, scales, gauges, and dials. Candidates are shown the indicators of various measuring devices and are expected to be able to read and understand the numerical value shown.

Tools: These questions are designed to test for a candidate's ability to recognize commonly used hand tools and understand their uses. The candidate may be shown a picture of a tool and asked to identify it, or asked a question concerning the proper use for a particular tool.

Basic Mathematics: These questions are designed to test a candidate's ability to use the four basic arithmetic operations (addition, subtraction, multiplication, and division). The candidate may be asked questions concerning percentages, decimals, and fractions. The candidate may also be asked to solve simple practical mathematical problems by reading the problem and then applying the appropriate arithmetic operation to solve the problem.

Understanding and Interpreting Written Material: These questions are designed to test a candidate's ability to read and understand a selection of written material. The candidate is presented with a reading selection of one or more short paragraphs. The candidate must then answer questions based on the information contained in the paragraph(s).

Elementary Chemistry and General Science: These questions are designed to test a candidate's knowledge of basic principles of chemistry and general science. The candidate may be asked questions concerning simple chemical processes, compounds or elements including chemical processes found in living organisms such as bacteria, algae, etc. The candidate may also be asked questions concerning simple physical properties or processes, including such basic physical properties as light, heat, electricity, magnetism, and pressure.

USE OF CALCULATORS: Candidates **are permitted** to use either a handheld, battery-operated or light sensitive calculator or a slide rule for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but is necessary to answer questions in this examination.

**EMERGENCY CANCELLATION OF EXAMS WIL BE ANNOUNCED ON:
WBKT 95.3 RADIO STATION.**

Applications and further information may be obtained by visiting the City of Norwich Department of Human Resources website at <https://www.norwichnewyork.net/government/human-resources.php>.

It is the candidate's responsibility to keep their contact information (email address, phone number & USPS mailing address) current. To be considered for preference in certification based on residency, you must include your legal residence and the city you live in.

If a candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources directly.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “**Religious Accommodation**”. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your applications form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When the Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled 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 of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination center. You must provide a list of all exam titles, numbers, and locations for which you have applied.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b) an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be at the City of Norwich, One City Plaza Norwich NY 13815 or online at <https://www.norwichnewyork.net/pdfs/Civil-Service-Fee-Waiver.pdf>.

Special requirement for appointment in school districts or BOCES: Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

In conformation 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Evaluation of foreign post-secondary education: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational

institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service, you must pay the required evaluation fee.

Public Service Loan Forgiveness Program (PSLFP) – The PSLFP Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

The City of Norwich is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and in certain circumstances pursuant to Executive Law 295, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Posted: 1/11/2024