

PLEASE POST CONSPICUOUSLY
ISSUE DATE 4/23/18
GREENE COUNTY CIVIL SERVICE
411 Main Street, 3rd Floor, Room 340
Catskill, NY 12414
518-719-3253 --- www.greenegov.com

Announces an
OPEN-COMPETITIVE DECENTRALIZED EXAMINATION FOR
ASSISTANT WASTEWATER TREATMENT PLANT OPERATOR
EXAM NO: 263D

REFER TO GENERAL INFORMATION ON REVERSE SIDE BEFORE COMPLETING APPLICATION

LAST FILE DATE: MAY 21, 2018
(Postmarked no later than 5/21/18)

EXAMINATION DATE: JUNE 23, 2018

ASSISTANT WASTEWATER TREATMENT PLANT OPERATOR: Currently there is one vacancy within the Village of Catskill's Wastewater Treatment Plant. In addition, the eligible list established resulting from this examination will be used to fill full-time and may be used to fill part-time vacancies within the various Municipalities that may utilize this title in Greene County. (Per C. S. Law #23, Par 4. Sub Par, preference in appointment may be given to a resident(s) of the municipality where the vacancy exists).

SALARY: \$22.04 per hour Village of Catskill. Salary will vary depending on where other vacancy/vacancies may exist.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Greene County for at least six (6) months immediately preceding the date of the examination.

NON-REFUNDABLE FILING FEE: The filing fee for this examination is \$15 check or money order. – **CASH NOT ACCEPTED**

MINIMUM QUALIFICATIONS (By the Date of Exam): The qualifications for Grade 2, 2-A Assistant Waste Water Treatment Plant Operator shall be education, training and practical experience consisting of: graduation from high school or possession of a high school equivalency diploma; satisfactory completion of an appropriate course of instruction approved by the Commissioner of the Department of Environmental Conservation, not less than six months of satisfactory experience in the actual operation of a wastewater treatment plant regardless of score, and facilities of the appropriate type; and the ability to conduct the routine laboratory field tests required for the control of the operation of a wastewater treatment plant with such facilities.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: As a condition of employment the incumbent must acquire possession of the Grade 2 or 2A certification within six (6) months from the date of appointment.

TYPICAL WORK ACTIVITIES:

Assists in taking samples and making necessary tests for control of plant operation; Starts and stops pumps, motors, air compressors, vacuum filter equipment and related machinery; Makes minor repairs to machinery and equipment; Checks and maintains pump stations; Performs custodial duties in connection with maintenance of buildings, equipment, pump station and grounds; Assists when necessary in the taking of readings from meters and gauges and of the keeping of log of plant operations and related records; When assigned, supervises and operates the plant in the absence of the Chief Wastewater Treatment Plant Operator or Wastewater Treatment Plant Operator.

SUBJECTS OF THE EXAMINATION: The written test will cover knowledge, skills and/or abilities in such areas as:

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM--FURTHER INFORMATION WILL BE PROVIDED ON YOUR ADMISSION LETTER

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.

****SPECIAL NOTE**** NYS CIVIL SERVICE HAS PREPARED A "**GUIDE TO TAKING THE WRITTEN TEST FOR WATER & WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE SERIES.**" YOU MAY OBTAIN A COPY OF THE GUIDE BY VISITING THE NYS CIVIL SERVICE WEBSITE AT WWW.CS.STATE.NY.US CLICK ON TEST GUIDES, THEN THE NAME OF THE GUIDE LISTED ABOVE. IF YOU ARE UNABLE TO OBTAIN A COPY OF THE GUIDE FROM THIS WEBSITE, PLEASE CALL THE **GREENE COUNTY CIVIL SERVICE COMMISSION AT 518-719-3253 TO REQUEST A COPY**

GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS AND FORMS ARE AVAILABLE FROM THE OFFICE OR AT www.greenegov.com

1. **APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414. Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserves the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified for. Resumes are not accepted as a substitution for indicating work experience on your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if internship is paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications unless it is specified. **FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.**
2. **NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for EACH exam you are applying for with the exception of the POLICE OFFICERS, DEPUTY SHERIFFS AND CORRECTIONS OFFICERS exams. A \$25 fee is only required for the POLICE OFFICERS, DEPUTY SHERIFFS OR CORRECTIONS OFFICERS exams. The **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
3. **TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
4. **MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government will be held at a State exam center. When taking both **State and Local** government exams, you are required to take all exams at the **STATE** exam site. For Greene County call **(518) 719-3253**, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
5. **SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams 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; please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
5. **AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
6. **RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least six (6) months of the political subdivision in which they seek appointment.
7. **VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 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 exams. 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 TO THIS OFFICE** indicating that the service was in time of war, as defined in Sec. 85 of C. S. Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. **FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
8. **ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. 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 is 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.
9. **TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details, contact this office.
10. **RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by the NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
12. **TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application, which are subject to verification.
13. **ELIGIBLE LIST:** Eligible lists will be established based on passing grades received by the candidates in the competitive portions of the exam. Lists are established for duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
14. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
15. **FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligibles on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
16. **CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
17. **WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
18. **EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam, please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday) verifiable documentation of the reason must be provided.

NOTE: As a condition of employment **only** within Greene County Departments candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification.