

Issued: September 12, 2016

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of a promotional examination

EXAMINATION # 76-650

**CHIEF WATER TREATMENT PLANT OPERATOR**

EXAMINATION DATE: October 15, 2016  
LAST FILING DATE: September 26, 2016  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: September 26, 2016

Salary: \$47,878 - \$67,650

**MINIMUM QUALIFICATIONS:**

Candidates must be permanently employed in the competitive class in the City of Auburn and must have served on a permanent basis for 72 months as a Water Treatment Plant Operator.

Type A Plant with facilities for filtration which treats over 2.5 million gallon per day:  
Graduation from high school or possession of a New York State high equivalency diploma, successful completion of appropriate level water treatment operator courses approved by the State Health Department and ten years \* of which must have been at a plant with a level of complexity equivalent to a Grade I – A Plant. One year experience relating to operation of lake level and river flow and hydroelectric facility operation is required.

**NOTE: \* Educational Substitutions:**

- a. New York State Professional Engineer's License or a Bachelor's Degree in Engineering, Natural Science or related field from a regionally accredited or New York State registered college or university may be substituted for 8 years of experience.
- b. An Associate Degree in Applied Science with major emphasis in Public Health or Environmental Health, including a course in water operations, from a regionally accredited or New York State registered college may be substituted for six years of experience.
- c. An Associate Degree in Applied Science from a regionally accredited or New York State registered college may be substituted for 4 years of experience.

- d. Other college level study in a related field at a regionally accredited or New York State registered college or university may be substituted for experience at the rate of one year of college work being equivalent to two years of experience upon the approval of the New York State Health Department, Bureau of Public Water Supply. In no case such study substitute for more than eight years of the required experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Type A Plant with facilities for filtration that treats over 2.5 million gallons per day:

Eligibility for a Grade I-A Water Treatment Operator certificate issued under the provisions of the New York State Sanitary Code at time of application. Possession of the certificate at time of appointment.

One year of hydroelectric and dam experience is required.

Candidate must have a valid New York State Driver's License at the time of appointment.

**\*\*\* PROOF OF CERTIFICATION MUST ACCOMPANY YOUR APPLICATION \*\*\***

**VACANCY:**

The eligible list that results will be used to fill any vacancies as they occur.

**RESIDENCY REQUIREMENT:**

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved,** be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a type A water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process with required certification. The Chief Water Treatment Plant Operator is also responsible for the operation and maintenance of the City's owned and operated dams, hydroelectric facilities, and may be assigned to the potable water distribution system associated with the treatment plant. The incumbent is also responsible for patrolling the Owasco Lake Watershed including the inspection of sewage disposal systems. General direction received from the Director or Municipal Utilities with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, laboratory personnel and mechanical and maintenance personnel. Does all related work as required.

**SUBJECTS OF EXAMINATION:**

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**2. Operation and maintenance of pumps, valves, and related mechanical and electrical equipment**

These questions test for knowledge of the principles and procedures involved in the operation, maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions.

**3. Physics, chemistry, and bacteriology as related to water treatment and purification, including laboratory and field tests**

These questions test for knowledge of the principles and practices of water treatment, purification, sampling, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with water treatment and testing; objectives and principles of various water treatment and testing procedures; measurement, sampling, and preservation of water samples; interpreting test results; and the effects of variables on water treatment processes.

#### 4. Practices and equipment used in the operation and maintenance of a Type A water treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of Type A water treatment plants, including such areas as objectives and purposes of plant processes and equipment; terminology associated with Type A water treatment plants; conditions and situations encountered in Type A water treatment plants, including safety concerns; water disinfection and dosing; and equipment and materials used in Type A water treatment plants. Some questions may involve basic arithmetic calculations.

#### 5. Tools, mechanical aptitude, and reading of scales, meters, and gauges

These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

#### CALCULATORS:

Candidates are **ALLOWED** to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited.

#### BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

#### RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), you must check Box **6-A** on page 1 of the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

#### SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, check box **6-B** on page 1 of the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**Weather emergency Listen to: TV channel 3, 5, Radio: WAUB (1590Am), WGVA (98.5 AM)WMBO/WPCX (1340AM/106.9FM), WNYR (98.5FM), WLLW99.3FM), WSEN, WFBL.**

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERAN'S CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran credits. The applications for veteran credits are available in the Auburn Civil Service Office. All veteran credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. You may also print an exam application from our website at [www.auburnny.gov](http://www.auburnny.gov) under departments, Civil Service. To request by mail, send a self-addressed (.92 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall  
24 South Street  
Auburn, NY 13021

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office.

**CROSS FILERS:**

If you have applied for other local civil service examinations, held on the same day, you must notify each agency in writing no later than two weeks before the test date so that arrangements can be made for you to take your examinations at one test site. Please indicate on your applications the names of the jurisdictions where other applications have been filed and the location where you wish to sit for the test.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross Filers)

**Auburn Civil Service Commission**

**Diane R. Gove  
John C. Hardy  
Laurie A. Turo**

**An equal opportunity employer**