



*"History's Hometown"*

**CITY OF AUBURN**

Civil Service Commission

Issued: November 14, 2022

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

Announcement of open competitive

**Technical Director of Municipal Utilities**

**EXAMINATION #60-534**

EXAMINATION DATE: February 11, 2023

LAST FILING DATE: January 12, 2023

APPLICATIONS MUST BE POSTMARKED NO LATER THAN: January 12, 2023

SALARY: \$81,556 - \$97,711

**MINIMUM QUALIFICATIONS:**

Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in environmental or civil engineering, biology, or chemistry, or a related field and four (4) years of experience in engineering, water and/or sewer operations, capital project management or related field;
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in environmental/civil engineering, chemistry, biology, or a related field and six (6) years of experience as defined by the limits outlined in (a); or
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in environmental science, engineering or related field with eight (8) years of experience as defined by the limits outlined in (a); or
- (d) New York State Department of Environmental Conservation 3A or 4A Wastewater Operator Certificate and/or New York State Department of Health 1A Water Operator Certificate with ten (10) years of experience as defined by the limits outlined in (a); or
- (e) An equivalent combination of training and experience as defined by the limits outlined in (a), (b) and (c) above.

**SPECIAL CERTIFICATION DESIRED FOR APPLICATIONS:**

- Professional Engineering License Preferred
- Water or Wastewater Operator License Preferred

**NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.**

**VACANCY:**

At present there are no vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**RESIDENCY REQUIREMENT FOR EXAMINATION:**

None.

**RESIDENCY REQUIREMENT FOR APPOINTMENT:**

Candidates shall reside within ten (10) miles of the City of Auburn corporate boundary. Residency shall mean the actual, principal domicile of an individual. Employees choosing to reside outside Cayuga County, still within the 10-mile requirement, shall forfeit 4 vacation days annually. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for implementation and delivery of multiple administrative duties of the Department of Municipal Utilities including, planning, capital project management, interagency coordination, grant administration, policy delivery and budget assistance. The incumbent will provide high level procurement assistance associated with delivery of operating and capital projects including grant administration for all Municipal Utility Departments including the Wastewater Treatment Plant, Water Filtration Plant, Sewer and Water Maintenance Departments, Water Billing Department, and Hydroelectric Facilities. The incumbent will work directly with all municipal utility staff, directly assisting the Water and Wastewater Chief Operators, Sewer and Water Maintenance Supervisor and senior maintenance staff. The incumbent will provide technical assistance to the Chief Operators for all federal, state, and local laws associated with permits, licenses, and exemptions necessary to operate all municipal utility facilities. Strong interagency coordination is required to provide technical direction for the Department of Municipal Utilities specifically related to Owasco Lake watershed protection, State Pollutant Discharge Elimination System (SPDES) Permit compliance, New York State Department of Health (NYSDOH) compliance, and Federal Energy Regulatory Commission (FERC) license requirements. Does related work as required.

**SUBJECT OF EXAMINATION:**

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

**1. Principles and practices of sanitary engineering as related to wastewater collection, treatment and disposal**

These questions test for knowledge of the principles and practices of sanitary engineering involved in wastewater collection, treatment, and disposal processes, and may include such areas as the design, analysis, installation, upgrading, and maintenance of wastewater collection, treatment, and disposal systems; wastewater treatment plant operations, processes, equipment, and maintenance; and proper disposal of treated wastewater.

**2. Principles and practices of sanitary engineering as related to water supply, treatment and distribution**

These questions test for knowledge of the principles and practices of sanitary engineering involved in water supply, treatment, and distribution processes, and may include such areas as the design, analysis, installation, upgrading, and maintenance of water supply and distribution systems; and water treatment plant operations, processes, equipment, and maintenance.

**3. Understanding and interpreting construction plans, specifications, and estimates**

These questions test for the ability to read, understand, and analyze construction plans and specifications; and for the ability to calculate material and cost estimates.

**4. Construction terms, methods, and materials related to hydraulic facility installations**

These questions test for knowledge of the principles, practices, methods, materials, and terminology involved in constructing and maintaining hydraulic facility installations such as water, sewer and stormwater systems.

**5. Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**6. Administration**

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

**TEST GUIDE:**

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 “General Guide to Written Tests” helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CALCULATOR:**

Use of calculators is **RECOMMENDED** for this exam. Candidates are permitted 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.

**APPLICATION FEE:**

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

**NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

Send 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.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held 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, 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.

**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), please note on 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, please note on 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.

**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.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's 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 8am and 4pm. To request by mail send a self-addressed (\$1.14 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**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:**

**John C. Hardy  
Mikel E. Zank  
Christina Tomasso**

**An equal opportunity employer**