



Schenectady County Is An Equal Opportunity Employer

Open Competitive Examination

Exam Title: **WASTEWATER TREATMENT PLANT OPERATOR TRAINEE
CITY OF SCHENECTADY**

The resulting eligible list will be used to fill vacancies as needed.

Exam Number: 300-97

Salary: \$16.69 HR (2016)

Last Date for Filing: February 6, 2017

Date of Examination: March 25, 2017

Residency Requirement: Immediately preceding the date of the written test and appointment, candidates must have been legal residents of **The City of Schenectady** for at least one (1) month.

Trainee: This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. Term of appointment is limited to the training period for the plant where the position exists, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Department of Environmental Conservation Regulations for a certificate appropriate to the plant.

Wastewater Treatment Plant Operator Trainee's will be advanced to the journey level without further examination upon satisfactory completion of the training and experience requirements and possession of a grade 3A Wastewater Treatment Plant Operator Certificate.

Duties: This trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant. The work is performed under immediate supervision of a qualified operator.

Minimum Qualifications: (on the date of the written test)

Graduation from high school; or possession of a high school equivalency diploma.

Special Requirements: (At time of appointment)

Possession of a valid New York State driver's license and must maintain such license throughout duration of appointment.

As no refunds will be made of the exam fee, you are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement, and file only for those examinations for which you are clearly qualified. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will not be interpreted in your favor.

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

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.

A guide for taking the test for Water and Wastewater Treatment Plant Operator/Trainee series is available on the new york state department of civil service website at:

<http://www.cs.ny.gov/testing/localtestguides.cfm>

Candidates are encouraged to visit this website to view or obtain a copy of this publication. Candidates not having access to a computer or the web may obtain a copy of the test guide by contacting the schenectady county civil service department using the contact information given elsewhere on this announcement or the exam application.

Use of calculators: It is **recommended** that calculators be used for this examination. 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.

**Applying For Civil Service Examinations In
Multiple Jurisdictions When Examinations
Are Scheduled On Same Date**

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other Local Government Jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both **State** and **Local** government examinations, you must notify our agency, **Schenectady County Civil Service**, of your intent to take both a state and a local government examination. When taking both a **state** and a **local** government examination you will be required to take all your examinations **at a state examination center**. You must complete a **cross-filer form** indicating what exams you have applied for and we will notify New York State Civil Service of your intent. You will be advised when and where to report for your examinations.

If you have applied for more than one **Local Government Examination** with more than one **Local Civil Service Agency**, you must notify each civil service agency to make arrangements. Schenectady County has a **cross-filer form** which you must complete. You must make your request for these arrangements no later than **two weeks** before the date of the examinations. On the cross-filer form you will indicate all exams you have signed up to take and the location you wish to be tested at. If you have questions regarding this examination call **(518) 388-4233** or write to **Schenectady County Civil Service Commission, 620 State Street, Schenectady, NY 12305.**

You are encouraged to read the General Conditions and Instructions Attachment

Date released: 1/10/2017

Schenectady County Civil Service Examinations**General Conditions and Instructions**

1. **Application Forms.** Applications may be obtained at the Schenectady County Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.
2. **Application Deadline.** Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.
3. **Change of Address.** You must notify the Civil Service Office of any change of address.
4. **Special Rights for Military Personnel.**
 - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
 - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.
5. **Examination Fee.** A fee of **\$15.00** is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you want to pay by credit card, please use our on-line application or send **certified check** or **money order** payable to the Schenectady County Civil Service Commission. **Cash and personal checks will not be accepted.** As **no refund will be made**, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
6. **Examination Fee Waiver.** The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance); (3) those applicants certified as JTPA / WIA eligible. If you wish to apply for a fee waiver, you must complete the **Fee Waiver Form** and attach it to your application. This form can be obtained at the Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com.
7. **Special Testing Arrangements.** If you are need a special arrangement or accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.
 - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
 - **Reasonable Accommodation for Individuals with a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.

- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
- 8. **Notice to Appear for Examination.** Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.
- 9. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
- 10. **Use of Calculators.** Unless otherwise notified, 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**. You may not bring books or other reference material to the test site.
- 11. **Examination Preparation and Rating.** 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 the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.
- 12. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for four years, but may expire after one year if superseded by a new list.
- 13. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.
- 14. Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

15. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**
- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the ***Application for Examination*** form and answer all questions accurately and completely. You must also complete the ***Application for Veterans Credits*** (obtained in the Schenectady County Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
 - If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
 - All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
 - Any candidate who is currently serving in the armed forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
 - **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
 - **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

16. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

17. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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. **You must contact this office regarding these credits upon submission of your application for examination.**

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

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