



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



WATER / WASTEWATER TREATMENT PLANT OPERATOR TRAINEE Open Competitive Examination

Applications will be accepted continuously with tests being scheduled by the Seneca County Personnel Office. Names of eligibles will be inserted, according to their final rating, on such list from time to time as applicants are tested and found qualified on the examinations held at such intervals. Eligibility is limited to a one-year period.

VACANCIES: This eligible list will be used to fill vacancies as they occur in all Seneca County Departments, Towns and Villages.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

SALARY: Varies with each District.

MINIMUM QUALIFICATIONS:

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

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

APPLICATION FEE:

A fee of **\$5.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. 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. **The required fee must accompany your online application.**

Examination To Be Held:

CONTINUOUSLY

Applications Accepted:

CONTINUOUSLY

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Candidates who are successful in this examination and who have the proper grade certificate issued by the NYS Department of Environmental Conservation or Health will be certified for appointment at the operator level. Other eligibles will be certified at the trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirements.

TRAINEE NOTE:

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 one year, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a certificate appropriate to the plant.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY]

Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of water treatment plant;
Learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment;
Learns and assists in the inspection, maintenance, and repair of pumps, valves, and related mechanical equipment;
Learns and assists in the making of physical tests of water for color, odor and taste;
Learns and assists in the making of chemical tests of water for alkalinity and residual chlorine;
Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;
Learns and assists in the preparation and maintenance of activity records and reports;
Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant.

SUBJECT OF EXAMINATION:

The written test is designed to test for knowledge, skills and/or abilities in such areas as:

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 involve the use of decimals averages and percent.

NOTE: A Guide to Taking the Written Test for this examination is available by visiting <https://www.cs.ny.gov/testing/localtestguides.cfm> . If you are unable to obtain a copy of the guide online, you may call/write to the Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165 (315-539-1710) to obtain a copy.

RETEST POLICY:

A candidate may not be tested more often than once every six months. Candidates may not be tested more than once with the same form of test booklet. The waiting period for retest applies whether the candidate has passed or failed.

ELIGIBLE LISTS:

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year. Failing candidates may apply for retests in 6-month intervals.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

VETERANS CREDITS:

Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance 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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE:

A fee of \$5.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application.

APPLICATION FEE WAIVER:

A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

NOTE: Religious Accommodations, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
3. Notify this agency immediately of any change of address. When writing give the title of examination.
4. Falsification of any part of the "Application for Employment" will result in disqualification.
5. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
6. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
7. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
8. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,
Applications May Be Obtained From And Returned To:
Seneca County Personnel Office,
1 Di Pronio Drive, Waterloo, NY 13165

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If you are unable to apply online, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Finance Department along with the application, and write the examination number(s) and your Social Security Number on your check or money order. 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. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee will not be processed for this examination.**