



COUNTY OF ERIE - DEPARTMENT OF PERSONNEL  
invites applications for the position of:

## Assistant Sewer District Manager #74-995 PROMOTIONAL

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**SALARY:** \$43,564.00 - \$57,165.00 Annually

**OPENING DATE:** 03/19/15

**CLOSING DATE:** 04/15/15

**DESCRIPTION:**

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING, DIVISION OF SEWERAGE MANAGEMENT (DSM) . At present there is one anticipated vacancy at the Erie County Department of Environment and Planning, Division of Sewerage Management (DSM).

The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

**EXAMPLES OF DUTIES:**

An *Assistant Sewer District Manager* assists the Sewer District Manager and/or other higher level employees in the direction of the overall operation of the sewer system(s) including sewage pump stations, collection systems, overflow retention facilities and wastewater treatment plants; supervises central maintenance crew overseeing and directing sewer repairs, televising, working with the Infiltration and Inflow (I&I) Program; develops and coordinates the overall operation and maintenance for the wastewater treatment facilities and collections systems; develops, maintains and submits the necessary records to the State and Federal regulatory agencies as required by the SPDES permits and rules and regulations; maintains liaison with County and local officials, developers, contractors, et al; provides and prepares information for the Sewer District Manager and/or the Chief Treatment Plant Supervisor for review, discussion and evaluation; assists in the preparation and review of maintenance schedules for the sewer system and treatment facilities and submits to higher ranking personnel for approval; provides assistance in the annual budget preparation; assists in report preparation for various operational conditions and submits same for Sewer District Manager and/or Chief Treatment Plant Supervisor approval; assists in the supervision of personnel functions within the District; oversees and directs the necessary training of District staff; assists in the review and approval of plans and submission to the Division of Sewerage Management; attends the appropriate Board of Managers meetings when necessary.

**QUALIFICATIONS:**

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test in the position of job group 9 or 10 plus the following: Graduation from a standard senior high school and either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Sanitary, Civil, Environmental or Chemical Engineering or related field and three years of experience in sewerage systems operation and maintenance work or wastewater treatment plant

- operations, at least one year of which was in a supervisory position; or
- B. Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university with a major in Construction, Mechanical or Civil Technology and five years of experience in a sewerage system operation and maintenance work or wastewater treatment plant operations, one year of which was in a supervisory position; or
- C. Graduation from high school or possession of a high school equivalency diploma and eight years of experience in the operation of a wastewater treatment plant, at least six years of which is experience in the operation of a type 4A treatment plant and meets the requirements as outlined by New York State Department of Environmental Conservation for a type 4A Wastewater Treatment Plant Operator's Certification and one year of which was in a supervisory position (Note: possession of a type 4A Wastewater Operator's certificate required under this provision); or
- D. Graduation from high school or possession of a high school equivalency diploma and eight years of experience in the design, construction, maintenance, and operation of a sanitary sewer collection system or related underground utility, at least two years of which is experience in the operation of a wastewater collection system and is eligible for a type 4 Collections System Certification as outlined by New York Water Environment Association (NYWEA) and one year of which was in a supervisory position ; or
- E. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C/D) above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Motor Vehicle Operator's License.

**NOTES:** **1.** A supervisory position is defined as a position in which supervision was a major responsibility of the job. Occasional or partial supervision of work crew is not acceptable supervisory experience. **2.** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. **3.** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.**

**All subsequent transcripts must be submitted at time of interview.**

**SUPPLEMENTAL INFORMATION:**

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. *(See application for more information.)*

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE  
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

EXAMINATION DATE  
**MAY 16, 2015**

APPLICATIONS MUST BE  
POSTMARKED BY  
**April 15, 2015**

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)

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

- 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 his/her 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.

2. UNDERSTANDING & INTERPRETING CONSTRUCTION PLANS, SPECIFICATIONS & 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.

3. INSPECTION PROCEDURES: These questions test for knowledge of the principles and practices involved in the inspection of water, wastewater, and stormwater system construction, maintenance, upgrading, and repair projects, and may include such areas as proper construction site inspection procedures and record keeping practices; reviewing construction documents; relations with contractors; and maintaining construction contract requirements.

4. OPERATION & MAINTENANCE OF PUMPS, MOTORS & VALVES: These questions test for the knowledge of the principles and procedures involved in the operation, maintenance and repair of pumps, valves and motors including typical characteristics and functions of various types of pumps, valves and motors; the ability to identify various types of pumps, valves and motors and related mechanical and electrical equipment; and proper troubleshooting and maintenance procedures to use for this equipment.

5. PRACTICES & EQUIPMENT USED IN THE OPERATION & MAINTENANCE OF A WASTEWATER TREATMENT PLANT: These questions test for knowledge of the principles and practices involved in the operation and maintenance of wastewater treatment plants, and may include such areas as the objectives and purposes of wastewater treatment plant processes, techniques, and equipment; terminology associated with wastewater and wastewater treatment plant processes; conditions and situations encountered in wastewater treatment plants; plant safety and monitoring; and equipment and materials used in wastewater treatment plant operations. Some questions may involve basic arithmetic calculations.

NOTICE TO CANDIDATES: Unless otherwise noted, 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 materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE  
(See Below)

**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**  
INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

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**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows: Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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. **\*\*For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.\*\*** The Cross-Filer Form is found online at: [www2.erie.gov/employment/index.php?q=applications](http://www2.erie.gov/employment/index.php?q=applications) or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

**MILITARY STATUS:** Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

**TRAINING AND EXPERIENCE:** If a subject of the examination, 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 subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

**APPLICATION FORMS:** You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

**\*\*IMPORTANT APPLICATION FEE –  
READ CAREFULLY\*\***

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. 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.

This examination is prepared and rated by the New York State Department of Civil Service,  
and held in compliance with the New York State Civil Service Law  
and the rules and regulations of the New York State Department of Civil Service.