



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

**Process Control Operator #72-648
PROMOTIONAL**

SALARY: \$41,870.00 - \$54,945.00 Annually

OPENING DATE: 07/09/14

CLOSING DATE: 08/13/14

DESCRIPTION:

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY DEPARTMENT OF ENVIRONMENT & PLANNING - DIVISION OF SEWERAGE MANAGEMENT (DSM). The eligible list will be used to fill anticipated vacancies in the Division of Sewerage Management. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

EXAMPLES OF DUTIES:

A *Process Control Operator* supervises and operates various processes of Sewerage treatment facilities, and in particular overseeing the operation and maintenance of the computer controlled processes and data acquisition systems of a Grade 4-A wastewater treatment facility; Assists the Assistant Chief Treatment Plant Supervisor in the direction of the overall operation of the sludge incineration system including pulp and polymer addition process and the Continuous Emissions Monitoring System (CEMS); develops, installs, and maintains the Continuous Emission Monitoring data acquisition system for the necessary records mandated by the State and Federal regulatory agencies; develops, installs, and maintains new and replacement SCADA systems for monitoring and controlling various operations with a wastewater treatment plant; prepares and provides information, reports, and plans for the Assistant Chief Treatment Plant Supervisor and Chief Wastewater Treatment Plant Operators for review, discussion, and evaluation of new and existing systems; provides assistance to the Assistant Chief Treatment Plant Supervisor with annual budget preparation; assists in report preparation for various operating conditions and submits same for Assistant Chief Treatment Plant Supervisor and Chief Wastewater Treatment Plant Operator(s) approval; develops and assists in the development of necessary software programs for new and replacement control systems; oversees and directs the necessary training of District staff for the incineration and control systems; reviews and requisitions required computer hardware and controls for new and replacement systems.

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 24 months immediately preceding the date of the written test in the position of Senior Wastewater Treatment Plant Operator or 12 months as Chief Wastewater Treatment Plant Operator.

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
SEPTEMBER 13, 2014

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APPLICATIONS MUST BE
POSTMARKED BY
AUGUST 13, 2014

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

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

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 & MAINTENANCE OF PUMPS, VALVES, & RELATED MECHANICAL & 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, & BACTERIOLOGY RELATED TO WASTEWATER TREATMENT & DISPOSAL, INCLUDING LABORATORY & FIELD TESTS FOR PLANT OPERATIONS:** These questions test for knowledge of the principles and practices of wastewater treatment, disposal, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with wastewater treatment and testing; operating principles of the equipment and procedures used in wastewater treatment; measurements and measuring devices used; sampling and testing wastewater and interpreting the results; and identification and characteristics of chemicals and bacteria involved in wastewater plant operations and testing. Some questions may involve basic arithmetic calculations.
4. **PRACTICES & EQUIPMENT USED IN THE OPERATION & MAINTENANCE OF A WASTEWATER TREATMENT PLANT:** These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants, including such areas as terminology, conditions, situations, techniques, equipment, materials, plant processes, plant safety, and monitoring. Some questions may involve basic arithmetic calculations.
5. **OPERATION OF SLUDGE INCINERATORS & RELATED INCINERATOR PLANT EQUIPMENT:** These questions test for knowledge of the principles and practices associated with the operation of sludge incinerators and related equipment, including such areas as the objectives, purposes, and characteristics of various incinerator components and processes; terminology associated with sludge and sludge incineration; incinerator maintenance; procedures, equipment, and materials used in sludge incinerators and the sludge incineration process; and calculations related to sludge incinerator operation.

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.

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 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

7/9/2014

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.