



ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

Sewer District Manager

NO. 70-398

ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT

\$51,232- \$67,758

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT (DSM). At present there is one anticipated vacancy in the Division of Sewerage Management. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

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 in the position of Job Grade X, XI, XII or XIII and in addition must meet the following requirements:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor of Science or Bachelor of Art degree in Sanitary, Civil Environment, Chemical Engineering or related field and four years experience in sewer design, and/or construction, sewerage systems operation and maintenance work or wastewater treatment plant operations, at least two years of which were 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 six years experience in a sewer design and/or construction, sewerage system operation and maintenance work or wastewater treatment plant operation, two years of which were in a supervisory* position; or:
- C. Graduation from high school or possession of a high school equivalency diploma and eight years of satisfactory experience in the operation of a wastewater treatment plant, at least seven 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 two years of which was in a responsible supervisory* position (Note: possession of a type 4A Wastewater Operator's certificate is required under this provision at time of appointment); or:
- D. Graduation from high school or possession of a high school equivalency diploma and eight years of satisfactory experience in the operation and maintenance 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 two years of which was in a responsible supervisory* position; or:
- E. An equivalent combination of training and experience as defined by the limits of (A), (B) (C) and (D) above.

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

NOTES: 1. *Supervision – Responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional. 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.

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.

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 15, 2012

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY

AUGUST 15, 2012

DUTIES: A *Sewer District Manager* plans, organizes and directs the operations of sewage treatment plants and appurtenance of a regional sewer system. Work responsibilities include providing direction and control over all Sewer District operations and acting as liaison between the regional system and local officials. **When assigned to District:** directs the overall operation of the sewerage system(s), including sewage pump stations, collection systems, overflow retention facilities and wastewater treatment plants; develops and directs the overall maintenance program of the sewerage system(s) including sewage pump stations, collection systems, overflow retention facilities and wastewater treatment plants; develops, maintains and submits the necessary reports and 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, plumbers, et al; provides and prepares information and reports for the Deputy Commissioner and Chief Treatment Plant Supervisor for review, discussion and evaluation; assists in the preparation of budgets, tax rolls, purchase requisitions; assists in report preparation for various operational conditions and submits same to the Deputy Commissioner and Chief Plant Supervisor approval; supervises all 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 assigned to Main Office:** assists in the preparation, initiation and maintenance of an industrial pretreatment program; prepares, initiates and maintains an industrial cost recovery and user charge system for financing sewer districts; reviews the operation and maintenance manuals, plan of operations, etc. as prepared by the consulting engineers and implements same; establishes an equal employment opportunity plan for the sewerage system and monitors same for compliance; directs the overall operation of the sewer system(s), including sewage pump stations, collection systems and sewage treatment plants; maintains liaison with County and local officials, developers, contractors, plumbers, etc.; reviews and approves maintenance schedules for the system; reviews reports and evaluates systems operating conditions; prepares budgets, tax rolls, purchase requisitions; directs all personnel functions for the system; assists the Division of Sewerage Management in reviewing and approving plans prepared by other agencies.

"The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm"

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

1. **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. **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.
3. **OFFICE RECORD KEEPING:** These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**
4. **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.
5. **PRACTICES & EQUIPMENT USED IN THE OPERATION & MAINTENANCE OF A TYPE A WASTEWATER TREATMENT PLANT:** These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants employing the activated sludge process or its modifications (Type A plants), including such areas as objectives of plant processes, techniques, and equipment; terminology associated with Type A wastewater treatment plants; conditions and situations encountered in Type A wastewater treatment plants; plant safety and monitoring; and equipment and materials used in Type A wastewater treatment plants. Some questions may involve basic arithmetic calculations.
6. **PUMPING OPERATIONS & RELATED ARITHMETIC COMPUTATIONS:** These questions test for knowledge of pumping operations, including such areas as terminology and basic principles associated with pumps and pumping operations; instruments and equipment used in pumping operations, including various types of pumps and their components; troubleshooting pumping problems and developing solutions; pump and pumping station inspection and maintenance; and the ability to perform arithmetic calculations associated with pumping and hydraulic operations.

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.

(Continued next page.)

**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.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams being held on the same date for employment with New York State or any other local government jurisdiction, please complete and submit a **CROSS-FILER Form** with your Erie Co. application.

If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations

If you have applied for other local government examinations, call or write to each civil service agency to confirm arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. For this exam call (716) 858-8484 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

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.