



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE **\$15.00** PROCESSING FEE
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)
See page 2 of this announcement for fee waiver information

WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

NO. 41-341

SALARIES VARY

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. The eligible list resulting from this examination will be used to fill vacancies in the titles Wastewater Treatment Plant Operator, Wastewater Treatment Plant Operator I and Wastewater Treatment Plant Operator Trainee in Erie County Departments, and Towns and Villages. When certification is made to towns and villages it may be limited to residents of that municipality. At present, there is one vacancy in the Town of Grand Island.

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Qualifying candidates with the proper grade certificate issued by the New York State Department of Environmental Conservation 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 requirement. Information on Wastewater Treatment Plant Operator certificate procedures is available from: New York State Department of Environmental Conservation, Bureau of Water Compliance Programs 625 Broadway, 4th Floor Albany, New York 12233-3506 (518) 402-8177. You can search the Department of Environmental Conservation web site at: www.dec.state.ny.us/website/dow/bwcp/foas_main.html.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:
Graduation from high school, or vocational school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: 1.) Possession of a valid Class D Driver's License issued by the State of New York at time of appointment; 2.) Possession of proper grade Wastewater Treatment Plant Operator certificate at time of appointment by Town or Village (*see note for trainee requirement.)

NOTE: If you have a current certificate as a Wastewater Treatment Plant Operator, attach a copy to your application. If you attain a certificate after the exam and while the eligible list is active, send a copy with a cover letter.

DUTIES: A *Wastewater Treatment Plant Operator/Trainee* undergoes on-the-job training to become qualified as an operator of a water or sewage treatment plant; performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and adjustment of pumps, valves, screens, and related mechanical equipment; learns and assists in the inspection, maintenance and repair of pumps, valves, screens, and related mechanical equipment; learns and assists in making tests to determine chlorine residual; cleans channels, screens, tanks, and other equipment; 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 sewage treatment plant. A *Sewage Treatment Plant Operator* performs all of the above duties.

A medical examination may be required before appointment.

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
JANUARY 12, 2013

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY
DECEMBER 12, 2012

The New York State Department of Civil Service is making a copy of *A Guide to the Written Test for the Water & Wastewater Treatment Plant Operator/Trainee Series* available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm. In addition, a copy of this test guide can also be obtained at our local civil service office. You may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10” x 13”) to the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14202 or by picking one up in person at Room 604.

SUBJECTS 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 for the ability to identify and understand how basic mechanical instruments, such as motors and gears, work.
2. **SAFETY PRACTICES:** These questions test for knowledge of basic safety practices.
3. **TOOLS AND READING OF SCALES & GAUGES:** These questions test for the ability to recognize or identify basic tools and their common uses, and for the ability to accurately read various types of dials, scales, and gauges.
4. **ELEMENTARY CHEMISTRY & GENERAL SCIENCE:** These questions test for knowledge of basic processes and concepts in chemistry and general science.
5. **UNDERSTANDING & INTERPRETING WRITTEN MATERIAL:** These questions test for the ability to read, understand, and interpret written material.
6. **BASIC MATHEMATICS:** These questions test for the 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.

NOTICE TO CANDIDATES: It is **recommended** that candidates use a quiet, hand held, solar or battery powered calculator. 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 CANDIDATES

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

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

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.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 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.

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.

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.

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.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

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.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

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

A \$15.00 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.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service".

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.