

**MIDDLETOWN CIVIL SERVICE COMMISSION
ANNOUNCES
AN OPEN COMPETITIVE CIVIL SERVICE EXAMINATION
FOR
WASTEWATER TREATMENT PLANT OPERATOR**

Written Test to Be Held
March 2, 2019

Applications MUST Be Received No Later Than
January 24, 2019 12 Noon

PLEASE POST CONSPICUOUSLY

<u>EXAMINATION NO. AND TITLE</u>	<u>SALARY</u>	<u>PROCESSING FEE</u>
64-421 WASTEWATER TREATMENT PLANT OPERATOR	Unavailable	\$20

This examination is being held to establish a current eligible list for **WASTEWATER TREATMENT PLANT OPERATOR**. The resulting eligible list from this examination will be used to fill all vacancies in the **CITY OF MIDDLETOWN WASTEWATER TREATMENT PLANT**.

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. Provide each jurisdiction with a list of all jurisdictions where you have made and application; indicate by each jurisdiction, the number and title of all examinations for which you have applied and note your preference of examination center.

If you have applied to take a local examination and a State examination on the same date, contact the local jurisdiction only, providing the number and title of all examinations for which you have applied. Do not contact the State Department of Civil Service. All examinations for positions in State government will be held at a State examination center.

APPLICATION FEES: There is a \$20.00 fee required for each separately numbered examination for which you apply. The fee must accompany your application. Send a **money order** payable to the Middletown Civil Service Commission. Do not submit cash or personal checks. Write the examination number(s) on the money order. Application fees are not refundable. Therefore, we urge you to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

MINIMUM QUALIFICATIONS: Candidates must meet the following qualifications on or before the last filing date:

Graduation from high school or the possession of a New York State high school equivalency diploma; satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation; not less than three months of satisfactory experience in the actual operation of a sewage treatment plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incinerator, separate sludge digestion, or any biological oxidation process other than the activated sludge and the stabilization or oxidation pond process.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a Grade 3A certificate issued under the provisions of the New York State Sanitary Code. Possession of the certificate at the time of appointment.

RESIDENCE REQUIREMENT: There is no residence requirement for an exam.

WHAT THE JOB IS LIKE: The work is performed under immediate supervision of a qualified operator. Does work as required.

EXAMPLES OF WORK: (Illustrative Only)

Starts and stops pumps, motors, air compressors, and related machinery and equipment;
Makes minor repairs to machinery and equipment;
Records readings from meters and gauges;
Treats and disposes of sludge;
Operates trickling filters;
Adds chlorine to sewage;
Takes samples of sewage for testing;
Makes necessary tests for control of plant operation;
Assists in the instruction of trainees;
Supervises the work of laborers and other subordinate employees;
Keeps a log of plant operations and related records;
Performs custodial duties in connection with maintenance of buildings and grounds.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the practices used and the equipment required in the operation and maintenance of a Type A Wastewater Treatment Plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, sludge oxidation, separate sludge digestion, or any other biological oxidation process other than the activated sludge and the stabilization or oxidation pond process; working knowledge of the principles and application of physics; chemistry and bacteriology as applied to sewage treatment and disposal; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control of plant operations; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness and dependability; good physical condition.

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

1. Operation and maintenance of pumps, valves, and related mechanical and 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.

2. Physics, chemistry, and bacteriology related to wastewater treatment and disposal, including laboratory and 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.

3. Practices and equipment used in the operation and 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.

4. Tools, mechanical aptitude, and reading of scales, meters, and gauges

These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

Use of calculators is RECOMMENDED for this exam.

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/testguides.cfm

NOTICE TO CANDIDATES: YOUR APPLICATION FOR THIS TEST IS PART OF THE EXAMINATION PROCESS. APPLICATIONS MUST BE COMPLETELY FILLED OUT, WITH ALL PERTINENT INFORMATION STATED. THE CIVIL SERVICE OFFICE DOES NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION. APPLICATIONS THAT DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED.

ALL CANDIDATES ARE REQUIRED TO BRING PHOTO IDENTIFICATION OR EMPLOYEE BADGE. IF YOU DO NOT HAVE A PHOTO ID, YOU MUST PROVIDE TWO DOCUMENTS SHOWING YOUR SIGNATURE.

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.

IT IS THE RESPONSIBILITY OF THE CANDIDATES TO INFORM THE MIDDLETOWN CIVIL SERVICE COMMISSION IN WRITING OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.

AN EQUAL OPPORTUNITY EMPLOYER

Joseph G. Masi, Civil Service Executive Administrator

Date of Issue: December 4, 2018

GENERAL INFORMATION PLEASE READ CAREFULLY

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Law, Rules and Regulations. The passing grade for this examination is 70.

APPLICATIONS: For an application, send a stamped, self-addressed business size #10 envelope to the Middletown Civil Service Commission, 16 James Street, Box 5, Middletown, NY 10940. Applications and announcements are also available at www.middletown-ny.com

HOW TO APPLY: The application is part of the testing process: it must be completely filled out, with all pertinent information provided, or disapproval may result. Completed applications should be received no later than the last filing date shown on the front of this announcement. The Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. **THE CIVIL SERVICE COMMISSION DOES NOT REFER TO OTHER APPLICATIONS OR DOCUMENTATION ON FILE FOR ADDITIONAL INFORMATION.** Applications which do not show training and/or experience to meet minimum qualifications will be disapproved. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval.

APPLICATION PROCESSING FEE: An application fee as specified on the front of this announcement must accompany your application. Send a **money order, payable to the MIDDLETOWN CIVIL SERVICE COMMISSION.** **Do not send cash or personal check. As application fees are not refundable,** 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.

MULTIPLE EXAMINATIONS: If you have applied for both State and local government examinations, you must notify the Middletown Civil Service Commission of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for a Civil Service examination with another local government jurisdiction scheduled for the same date as this exam, it is your responsibility to notify all civil service agencies involved of the dual candidacy. Provide each jurisdiction with a list of all jurisdictions where you have made an application; indicate by each jurisdiction, the number and title of its examination for which you have applied and note your preference of examination center. You must make arrangements to take all exams at one test site as soon as possible, in any event no later than two weeks before the exam date. The maximum time allowed for any combination of exams is eight hours.

SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY: A make-up test will be available for written, physical agility or any medical exams necessary to be placed on an eligible list for persons who are in the active military. A person eligible for a military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of military order, DD 214, or other official military document that substantiates active military service PRIOR to the make-up test.

REASONABLE ACCOMMODATIONS/SPECIAL ARRANGEMENTS/ALTERNATE TEST DATES/MILITARY PERSONNEL: If you require reasonable accommodations as a disabled person, or special testing arrangements as a Saturday Sabbath observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

VERIFICATION OF QUALIFICATIONS: In reviewing applications, where a year or more of experience is minimally required, a tolerance of one month is allowed in meeting said experiential requirements. Full-time experience is based upon a thirty (30) hour work week. Part-time experience is pro-rated. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications state otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person's job may not be credited. The Middletown Civil Service Commission may refuse to examine an applicant or, after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list an applicant who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, or who has falsified or misrepresented any information submitted in the application.

CREDENTIALS: Photocopies of necessary licenses, certificates, etc. must be submitted to this office prior to the establishment of eligible list, whenever possession of such credentials is required. A photocopy of a degree is acceptable as proof of college education. When a degree has not been earned, or a photocopied diploma cannot be produced, or when a specific major or courses are required, verifiable transcripts are acceptable. Thirty (30) credit hours equal one year of college in evaluating a candidate's qualification.

ADMISSION TO EXAM: Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after the exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000 and by the Regulations of the Commissioner of Education, to be employed in a position by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

ELIGIBLE LIST: Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the front of this announcement. Lists resulting from promotional exams are certified first.

VETERANS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must SUBMIT AN APPLICATION FOR VETERAN'S CREDITS WITH EACH APPLICATION FILED. IF A CANDIDATE WISHES TO CLAIM VETERAN'S CREDITS, HE/SHE SHOULD REQUEST AN APPLICATION FOR VETERAN'S CREDITS FROM THE MIDDLETOWN CIVIL SERVICE COMMISSION. IT IS THE CANDIDATE'S RESPONSIBILITY TO PROVIDE ALL PERTINENT INFORMATION, DOCUMENTATION AND PROOF OF WAR SERVICE (DD 214 FORM) IN ORDER TO RECEIVE VETERAN'S CREDITS. ALL COMPLETED FORMS, APPLICATIONS FOR VETERAN'S CREDITS AND YOUR DD 214 FORM MUST BE RECEIVED BEFORE THE ESTABLISHMENT OF THE ELIGIBLE LIST. If you claim credits as a disabled war veteran, you must be certified by the Veteran's Administration as being entitled to receive payments for service-connected disability rate at ten (10) percent or more, incurred during a "Time of War."

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **NO CREDIT MAY BE GRANTED AFTER THE ESTABLISHMENT OF THE LIST.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

CHANGE OF ADDRESS: It is the candidate's responsibility to notify this office of any change of name and/or address. Please include the examination number on all correspondence.

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

EQUAL OPPORTUNITY: Federal and State law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exams with the Middletown Civil Service Commission and may be subject to other penalties as prescribed by law.

For further information:
Middletown Civil Service Commission
City Hall, 16 James Street
Middletown, NY 10940
www.middletown-ny.com