

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 23-020 WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

VACANCIES: At present, one vacancy exists in the Village of Carthage

SALARY: \$16.10/hr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: December 30, 2022

EXAMINATION DATE: February 11, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

List Certification: A single eligible list will be established as a result of this examination. Candidates who are successful in this examination and possess the minimum qualifications for Wastewater Treatment Plant Operator will be certified for appointment as Wastewater Treatment Plant Operator. Those eligibles for Wastewater Treatment Plant Operator Trainee will be certified at the trainee level. Persons appointed at the trainee level will be advanced to Wastewater Treatment Plant Operator without further examination upon satisfactory completion of the traineeship and required certificates. Wastewater Treatment Plant Operator eligibles will have their names certified for appointment before those eligible for Wastewater Treatment Plant Operator Trainee. If candidates originally placed on the eligible list as a Wastewater Treatment Plant Operator Trainee acquire the training or experience necessary to meet the minimum qualifications for Wastewater Treatment Plant Operator during the life of the list, they may submit a new application and may then be certified as a Wastewater Treatment Plant Operator.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test. **EITHER:**

Wastewater Treatment Plant Operator Trainee:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Candidates who are successful in this examination must have the proper grade certificate issued by the NYS Department of Environmental Conservation or NYS Department of Health for appointment at the Operator level.

Wastewater Treatment Plant Operator:

- a) AAS degree from a regionally accredited or New York State registered college or university in a NYS DEC-approved curriculum**; or
- b) AAS degree from a regionally accredited or New York State registered college or university, plus eighteen months' operating experience at a wastewater treatment plant**; or
- c) AA degree with thirty credit hours of math and/or science from a regionally accredited or New York State registered college or university, plus eighteen months' operating experience at a wastewater treatment plant**; or

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

- d) Graduation from high school or possession of a high school equivalency diploma and three years' operating experience at a wastewater treatment plant; AND

Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND

Eighteen months' operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Performs study and reading assignments, observes demonstrations, and otherwise learns the techniques of operation and maintenance of a water and wastewater treatment plant;

Learns and assists in the operation and adjustments of pumps, valves, motors, screens, and related mechanical equipment;

Learns and assists in the inspection, maintenance, and repair of pumps, motors, valves, and related mechanical equipment;

Learns and assists in the taking of samples, for bacteriological and chemical analysis of sewage and water for control of the water and wastewater plant operations;

Learns and assists in the laboratory, conducting routine tests on a rotational assignment basis;

Cleans channels, screens, tanks, and other equipment, using hand and power tools and equipment;

Learns and assists in the preparation of reports concerning plant operation;

Performs increasingly responsible duties as assigned in the operation and maintenance of a water and wastewater treatment plant.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

- 1. MECHANICAL APTITUDE:** These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
- 2. SAFETY PRACTICES:** These questions test your knowledge of basic safety practices.
- 3. TOOLS AND READING OF SCALES AND GAUGES:** These questions test your ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges.
- 4. ELEMENTARY CHEMISTRY AND GENERAL SCIENCE:** These questions test your knowledge of basic processes and concepts in chemistry and general science.
- 5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material.
- 6. BASIC MATHEMATICS:** These questions test your 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.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.