

**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**  
**Announces**  
**OPEN COMPETITIVE EXAMINATION**  
**For**  
**WATER AND WASTEWATER TREATMENT PLANT OPERATOR / TRAINEE**

**LAST FILING DATE:** November 1, 2018

**EXAMINATION DATE:** December 8, 2018

**LOCAL NO. 372**

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**NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED**  
**(CHECK OR MONEY ORDER ONLY – NO CASH)**

**LOCATION/VACANCIES:** A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur for all agencies served by Warren County Civil Service Administration. Candidates who are successful in this examination and who have the proper grade certificate issued by the New York State Department of Environmental Conservation or Health will be certified for appointment at the Operator level. Other eligibles will be certified at the Trainee level and may be advanced to the journey level without further examination upon satisfactory completion of the certificate.

**RESIDENCY:** Candidate must have been a legal resident of Warren County or a contiguous county (Essex, Hamilton, Saratoga, Washington) for at least four months immediately preceding the date of the exam. Preference in appointment may be given to those candidates who reside in the district or municipality where the vacancy occurs.

**SALARY:** Varies by Agency.

**MINIMUM QUALIFICATIONS:**

**Water Treatment Plant:**

**Trainee:** Graduation from high school or possession of a high school equivalency diploma.

**Operator:** Graduation from high school or possession of a high school equivalency diploma **AND** possession of a current Water Treatment Plant Operator certificate issued by the NYS Dept. of Health at the required minimum grade for the facility in which the position exists.

**Wastewater Treatment Plant:**

**Trainee:** Graduation from high school or possession of a high school equivalency diploma.

**Operator:** Graduation from high school or possession of an equivalency diploma **AND** possession of a current appropriate grade-level Wastewater Treatment Plant Operator Certificate issued by the New York State Department of Environmental Conservation for the designated plant classification as governed by the provisions of the New York State Sanitary Code.

**DUTIES:** (illustrative only)

**Water Treatment Plant:**

**Trainee:** This is a trainee position in which the incumbent learns the duties and routines of the operation and maintenance of a water treatment plant. The work is performed under the immediate supervision of a qualified operator. Does related work as required.

**Operator:** This position is responsible for the efficient operation and maintenance of the Water Treatment Plant. The position may oversee the work of subordinate staff in the performance of their assigned duties. Does related work as required.

**Wastewater Treatment Plant:**

**Trainee:** This is a trainee position in which the incumbent learns the duties and routines of the operation and maintenance of a Wastewater Treatment Plant. The work is performed under the immediate supervision of a qualified operator. Does related work as required.

**Operator:** This position is responsible for the efficient operation and maintenance of the Wastewater Treatment Plant. The position may oversee the work of subordinate staff in the performance of their assigned duties. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test designed to test for 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.

**NOTE:** A 'Guide to Taking the Written Test for Water & Wastewater Treatment Plant Operator/Trainee' is available upon request from the Warren County Department of Civil Service or on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTE:** Candidates are **RECOMMENDED** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. No books or reference material will be allowed into the examination site. Cell phones are **PROHIBITED**.

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice). We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

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**APPLICATION FEE:** An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER**. **DO NOT SEND CASH**. **YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER**. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**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 the Exam Fee Waiver and**

**Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

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**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**NOTE:** 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.

**NOTE:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veterans' credits may be obtained at the Warren County Department of Civil Service.

### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. A background check may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

**NOTE:** If you have applied for any other examination held on the same day, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local examinations, you must make arrangements to take all your examinations at the State examination center by calling Warren County Civil Service 518-761-6440 no later than two weeks before the test date.

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

**ISSUED:** September 25, 2018

**PATRICIA C NENNINGER  
PERSONNEL OFFICER  
1340 STATE ROUTE 9  
MUNICIPAL CENTER  
LAKE GEORGE, NY 12845**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

View all examination announcements on line at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)