



## ORLEANS COUNTY CIVIL SERVICE

John C. Welch, Jr.  
Personnel Officer

### WATER TREATMENT PLANT OPERATOR /TRAINEE

#CR-26

### CIVIL SERVICE OPPORTUNITIES

<p style="text-align: center;"><b>CONTINUOUS RECRUITMENT EXAMINATION FOR WATER TREATMENT PLANT OPERATOR /TRAINEE</b></p>
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**APPLICATIONS ARE NOW BEING ACCEPTED CONTINUOUSLY AND EXAMINATIONS  
WILL BE HELD AS NEEDED**

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Village of Albion.

**SALARIES:** As per the Village of Albion

**RESIDENCE:** Candidates must have been legal residents of Orleans County for at least one (1) month immediately preceding the date of the written test for a position in Orleans County.

**DUTIES:** The work involves responsibility on an assigned shift for the efficient and effective operation and maintenance of a water treatment plant containing facilities for filtration with pretreatment or a chemical softening process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to water filtration and treatment processes. The incumbent also performs basic maintenance and repair of plant equipment and machinery. The work is performed under the general supervision of a higher-level operator in accordance with established policy with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work.

Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; and one (1) year of operating experience at a water treatment plant with facilities for filtration.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a current Type IIA Water Treatment Plant Operator certificate issued by the New York State Department of Health at the time of appointment.

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. 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 will be

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advanced to the journey level without further examination upon satisfactory completion of the certificate requirement.

**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.

#### **CALCULATORS: RECOMMENDED**

A Guide for the Written Test for Water Treatment Plant Operator /Trainee is available at the New York State: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) Candidates not having access to a computer or the internet may request a copy of this test guide from the Orleans County Civil Service/Personnel Office. Call or write the Orleans County Civil Service/Personnel Office to obtain a copy at (585) 589-3184 or (585) 589-2793 or 14016 Route 31 West, Albion, NY 14411

**EXAM FEE:** A \$10.00 check, money order or cash must accompany the application for examination. The check is to be made payable to Orleans County Civil Service. Write the examination title and number on your check or money order. **REFUNDS OF FEES WILL NOT BE ISSUED TO APPLICANTS WHO ARE DISQUALIFIED FOR NOT MEETING THE MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION OR WHO DO NOT APPEAR FOR TESTING ON THE SCHEDULED TEST DATE.** Therefore, be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee.

**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.**

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**The “Request for Application Fee Waiver and Certification” may be obtained at the Orleans County Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-3184 or 589-2793.**

This examination will be 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLICATIONS:** Information and applications may be obtained at the Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-2793 or 589-3184. If you wish to have an application mailed to you, send a self-addressed stamped envelope.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATION ARE SCHEDULED ON SAME DAY** - If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these 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 examination. For this examination call (585) 589-3184 or (585) 589-2793 or write to Orleans County Personnel Office, 14016 Route 31 West, Albion, NY 14411.

**APPLICANTS:** Please contact this office five (5) days prior to the examination if you have not been notified by us, as to your eligibility to participate in this examination.

**Religious Accommodation** – Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “Religious Accommodation”. We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled Candidates** – If special arrangements for testing are required, indicate this on your application form.

**Military Members** – A person serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or a person who has been honorably discharged after an examination filing period shall be permitted to file an application for such examination no later than 10 business days prior to the scheduled examination date or the last date to file for such examination, whichever is later.

The Orleans County Civil Service Personnel Officer reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than three (3) days preceding the examination date.

If an emergency prevents you from appearing for the examination, please notify this office no later than 3:00 P.M. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

It is the responsibility of the candidate to notify the Orleans County Civil Service of any change in name or address. No attempt will be made to locate candidates who have moved.

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## GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Orleans County Civil Service Office, County Administration Building, 14016 Route 31 West, Albion NY 14411. Applications should be filed as soon as possible after the announcement of the examination. In writing for the application form and information, SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. An incomplete application may be disapproved.

2. The posted qualifications are the sole basis for separating qualified from unqualified candidates. You must show that you are qualified.

3. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without official admittance card. If an applicant is rejected, due notice will be sent. The Civil Service Office does not make formal acknowledgment of the receipt of an application.

4. Unless otherwise stated, all candidates are required to be legal residents of Orleans County for one (1) month immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

5. For purpose of claiming veteran's credits on a Civil Service Examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

World War II - Dec. 7, 1941 - Dec. 31, 1946

Lebanon - June 1, 1983 - Dec. 1, 1987

Korean Conflict - June 27, 1950 - Jan. 31, 1955

Grenada - Oct. 23, 1983 - Nov. 21, 1983

Viet Nam Conflict - Feb. 28, 1961 - May 7, 1975

Panama - Dec. 20, 1989 - Jan. 31, 1990

Persian Gulf Conflict - August 2, 1990 - the date upon which such hostilities end.

Credit for Lebanon, Grenada and Panama will be limited to those who received the armed forces expeditionary, the navy expeditionary medal, or the Marine Corps expeditionary medal.

**Veterans:** Any candidate claiming veterans' credit or disabled veterans' credit must file their application for examination a **certified copy** of their Honorable Discharge from the Armed Forces of the United States. Veterans claiming disability credits must file Form MSD332-VC-3. All candidates filing veteran's credits must file form MSD-332-VC-1.

**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.

6. **Verification of Qualification:** Candidates may be investigated or called for an interview to determine whether they are qualified for appointment.

7. **PASSING MARK:** Passing mark for examination is 70.

8. Successful candidates will have their names placed on the eligible list in the order of their final score of the written test, regardless of the date on which they take the test. A candidate's eligibility for appointment begins on the date when the name is added to this eligible list and will remain in effect for one (1) year.

9. Candidates may reapply to retake the written test six (6) months after the date of their previous test.

John C. Welch, Jr.  
PERSONNEL OFFICER

ISSUED: 10/30/2006

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