

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 09/12/2017

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY HUMAN RESOURCES DEPARTMENT

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

WASTE WATER TREATMENT PLANT OPERATOR/TRAINEE

EXAMINATION # 806

WASTE WATER TREATMENT PLANT OPERATOR/TRAINEE, Saratoga County.
The results of this eligible list will be used to fill vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

SALARY: Trainee \$41,355 Operator \$49,346

LAST DAY TO FILE IS OCTOBER 13, 2017

DATE OF THE EXAMINATION IS NOVEMBER 18, 2017

NOTICE: SATURDAY SABBATH OBSERVERS/HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the written test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only 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. A copy of this document can be obtained from the Saratoga County Human Resources Department.**

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position undergoing on-the-job training to become a qualified operator of a sewage treatment plant. Incumbents are under the direct supervision of a licensed operator. Does related work as required.

TRAINEE MINIMUM QUALIFICATIONS: Graduation from high school or possession of New York State high school equivalency diploma.

OPERATOR MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State high school equivalency diploma; completion of an appropriate course of instruction approved by the Commissioner, Department of Environmental Conservation; not less than one year of satisfactory experience in the actual operation of a Wastewater Treatment Plant with facilities for the activated sludge process or any similar process. Eligibility for

appropriate license certificate issued under the provisions of the New York State Department of Environmental Conservation and possession of the certificate at the time of appointment.

SPECIAL REQUIREMENT: Possession of the appropriate level New York State driver's license at the time of appointment.

NOTE: 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 advanced to the journey level without further examination upon satisfactory completion of the certificate requirements. Furthermore, candidates should be advised that the term of service for traineeship for this position shall be for a period of 18 months.

THE WRITTEN TEST will be designed to measure 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.

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, 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**. **Calculators are recommended.**

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 85a OF THE CIVIL SERVICE LAW: 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

SECTION 23.2: This entire 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 provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: Applications may be obtained by request in writing, by downloading from our web site @ www.saratogacountyny.gov, by phone at 518-885-2225 or in person at the Saratoga County Human Resources Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

"SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PLAN"