

CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR WATER & WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

Clinton County is an ADA, EOE Employer

For further information on announced exams:

Call our Exam Line: 565-4455

Visit our website: www.clintoncountygov.com

Contact: Clinton Co. Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901 (Telephone 565-4676)

Examination No.:	#80-564	Vacancy:	Town of Black Brook
Issued:	3/1/10	Salary Range:	Dependent upon location
Closing Date for Filing:	3/31/10	Filing Fee:	\$12.50 (WE CANNOT ACCEPT CASH – See Below)
Examination Date:	5/8/10	Calculators:	RECOMMENDED - See General Instructions

THE CLINTON COUNTY DEPARTMENT OF PERSONNEL MUST RECEIVE APPLICATIONS AND A \$12.50 FILING FEE (CHECK OR MONEY ORDER MADE PAYABLE TO THE CLINTON COUNTY TREASURER) BY **WEDNESDAY, MARCH 31, 2010, AT 5 O'CLOCK P.M.** APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE ACCEPTED.

ELIGIBLE LIST: The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur in Clinton County departments, towns, villages, school districts and the City of Plattsburgh. Preference may be given to residents of a particular area who have been so for thirty days when making appointments.

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, 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 requirement.

We are also holding a promotional examination at this time. We will use the eligible list established as a result of this examination to fill present and future vacancies that may occur only after the promotional list is exhausted.

RESIDENCY: Applicants must be residents of Clinton County for at least thirty (30) days immediately preceding the date of the examination. Essex County residents may apply but will only be certified to those agencies that you are a resident of (AuSable Valley Central School District, CVES, Town of AuSable, C-E-F Library). Franklin County residents may also apply but will only be certified to C-E-F Library. Warren and Washington County residents may also apply but will only be certified to CVES.

MINIMUM QUALIFICATIONS (TRAINEE): Candidates must meet the minimum qualifications at time of examination.

Graduation from high school or possession of a high school equivalency diploma. Proof of graduation or equivalency must be attached to your application.

NOTE: You must attach to your application a copy of your high school diploma.

MINIMUM QUALIFICATIONS (OPERATOR): Candidates must meet the minimum qualifications at time of examination.

Possession of a current appropriate Grade-level Water Treatment Plant Operator certificate issued by the New York State Department of Health for the designated plant classification as governed by the provisions of the New York State Sanitary Code **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.

Wastewater Treatment Plant whose designated plant point score is 76 points or greater requires Grade A or Grade 4-A Operator Certificate; Wastewater Treatment Plant whose designated plant point score is 56-75 points requires Grade 3 or Grade 3-A Operator Certificate; Wastewater Treatment Plant whose designated plant point score is 31-55 points requires Grade 2 or Grade 2-A Operator Certificate; Wastewater Treatment Plant whose designated plant point score is 30 points or less requires Grade 1 or Grade 1-A Operator Certificate.

“A” designation = Activated Sludge.

NOTE: You must attach to your application a copy of a current appropriate grade-level Water Treatment Plant Operator Certificate AND a copy of a current appropriate grade-level Wastewater Treatment Plant Operator Certificate.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the efficient operation and maintenance of a Water Treatment Plant classified under the provisions of the New York State Department of Health Sanitary Code and a Wastewater Treatment Plant classified under the provisions of the New York State Department of Environmental Conservation. The operator makes decisions about the daily operations of the systems. This work involves technical duties in the analysis and treatment of water and wastewater and semi-skilled plumbing duties in maintaining and installing water and wastewater distribution systems. The work is performed under general supervision with leeway allowed for independent judgment in carrying out the details of the work. Supervision is exercised over the work of assistants and laborers. The incumbent does related work as required.

SUBJECTS OF EXAMINATION: The written test is 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.

TEST GUIDE: The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. A copy of the test guide is attached to this announcement.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its website at www.cs.state.ny.us/testing/localtestguides.cfm. In addition, a copy of this test guide can also be obtained at our office.

APPLICATION FEE: A filing fee of \$12.50 is required for each separate examination for which you apply. The

required fee must accompany your application. Your check or money order must be made payable to the Clinton County Treasurer and have the examination number(s) on it. CASH WILL NOT BE ACCEPTED. Since no refunds will be made, you are urged to compare your qualifications carefully with the Minimum Qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. The application fee will not be refunded upon failure to qualify for the exam. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded.

Individuals receiving public assistance (Home Relief or Aid to Dependent Children) from a State or local Social Services Agency or Supplemental Social Security (SSI) payments can request waiver of the application fee. Written verification of eligibility from the agency from which assistance or SSI is being received, must be attached to your application(s). This verification must include the name of the agency from which you are receiving public assistance or SSI, the type of assistance being received and the case number you have been assigned. The verification must also include effective dates of assistance or SSI payments and be signed and dated by the proper authority. If requesting a fee waiver as unemployed and primarily responsible for the support of a household, you must submit a signed written statement indicating that you are the primary support of a household which includes the name and address of the last place of employment; date employment ended; names, relationship and income of others within the household; and whether or not unemployment insurance is being received. An updated verification must be submitted with each application. Such waiver is subject to verification and if not supported by appropriate documentation, are grounds for requiring submission of the \$12.50 application fee.

Should you submit a personal check for payment of the application fee, and such check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, the Local Examination Division will be so notified and a score may not be given to your examination.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangement to take all the 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 toll free 1-877-697-5627 (press 2, then press 1) or 518-474-6470, no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, 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 (518) 565-4676 or write to Clinton County Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901.

GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than 5 o'clock p.m. on the closing date. **BE SURE YOU ANSWER EVERY QUESTION** before filing your application. **AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**

2. The Clinton County Dept. of Personnel will notify you by admittance letter when and where to appear for the exam. If you fail to receive an admission letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.
3. Restrictions on employment may exist for candidates who are under 18 years of age.
4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.
5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.
6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.
7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.
8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.
9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.
10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.
11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.
12. **USE OF CALCULATORS:** 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. You may not bring books or other reference materials.
13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.
14. **EDUCATIONAL LOANS:** Section 50-b of Civil Service Law requires that Civil Service exam applications contain a question asking applicants if they have any loan made or guaranteed by the NYS Higher Education Services Corporation currently outstanding, and if so, whether or not the applicant is presently in default on any such loan. The Clinton County Dept. of Personnel is required to transmit to the Higher Education Services Corporation, prior to the exam date, the name and address of any applicant who answers either or both of these questions affirmatively.
15. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.
16. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. In the event that we cannot hold an exam due to extreme weather conditions, we will announce cancellation on the morning of the scheduled exam. Please call our office at 565-4676 for a recorded message or listen to WIRY Radio or WPTZ TV.
17. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.
18. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.
19. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
20. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.
21. Clinton County is in compliance with ADA requirements.

Revised 1/09