

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: ASSISTANT WATER PLANT OPERATOR/TRAINEE

Exam #: 2002

Date of Examination: December 5, 2020

Last Date for Filing: October 30, 2020

(Applications must be submitted or postmarked by the last date for filing)

Job Title: Assistant Water Plant Operator/Trainee
City of Troy, CSEA Grade 7, Salary Range \$36,126 to \$49,493

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam and if selected for appointment, would have ninety (90) days to move into the City of Troy and thereafter maintain residency.

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 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 requirement.

DUTIES OF THE POSITION: (Illustrative only)

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water plant.
- Learns and assists in the operation and adjustment of pumps, feeders, flow controllers and related mechanical equipment.
- Learns and assists in the inspection, minor maintenance and emergency repair of pumps, feeders, flow controllers, and related mechanical equipment.
- Learns and assists in the making of physical tests of water for color, turbidity, taste and odor.
- Learns and assists in the making of chemical tests of water for pH and residual chlorine and fluoride.
- Learns and assists in regulating and adjusting chlorinates and other chemical feeders and in regulating backwashing filters.
- Learns and assists in the preparation and maintenance of activity records and reports.
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water plant.
- Performs custodial, ground maintenance and housekeeping duties at plant outlying stations and reservoirs.

MINIMUM QUALIFICATIONS:

- Graduation from high school, or possession of an equivalency diploma.
- Candidates must obtain a II-A Certification within 18 months of appointment and maintain such certification.

SPECIAL REQUIREMENTS:

- Candidates will be required to pass a respiratory protection physical, and a respirator fit test.
- At time of appointment, candidate must possess a valid NYS driver's license, and maintain such throughout duration of employment in the title.

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under ANTICIPATED ELIGIBILITY and when you will meet the requirements.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will 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.

THE USE OF CALCULATORS IS **RECOMMENDED** FOR THIS EXAMINATION

CELL PHONE CALCULATORS ARE PROHIBITED

Unless otherwise notified, candidates are allowed to use quiet, handheld 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.

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.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

In addition, a copy of this test guide can also be obtained at our local civil service office. Please stop in the office at City Hall, 433 River Street, Suite 5001, Troy, NY 12180 or call this office at (518) 279-7123 for more information on how to obtain a copy of this guide.”

CSL §23-2: This exam 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 NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

APPLICATION/APPLICATION FEE: A \$15.00 NON-REFUNDABLE application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Payment returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at www.troyny.gov or at the Troy Civil Service Commission Office.

Applications received/postmarked after the filing deadline will not be accepted. Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

Exception to Fee Requirement - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a “Request for Application Fee Waiver and Certification” form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at www.troyny.gov.

ADMISSION NOTICES: Accepted candidates will be notified of when and where to appear for the examination. No one will be admitted to the exam without a picture identification card, and an official admission letter. If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

CROSS FILER STATEMENT: If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all your examinations at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from the office of the Troy Civil Service Commission.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.