

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**



**WATER OR SEWAGE TREATMENT PLANT OPERATOR
(TRAINEE) Gr. 15**

**WATER OR SEWAGE TREATMENT PLANT OPERATOR
Gr. 22**

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATION NO: WS097

SALARY: GR.15 (TRAINEE)

Entry: \$36,156

3 yr: \$39,659

GR.22 (OPERATOR) Entry:

\$47,592

\$51,093

3 yr:

APPLICATION FEE: A non-refundable processing fee for Trainee (\$30.00) or Operator (\$50.00) is required for this examination, and a check or money order (no cash) made out to the TOWN OF COLONIE must accompany each application. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Note exam number on check or money order (see explanation on page 3).

Note: A promotional examination is also being offered at this time.

RESIDENCY: Candidates must be, at the time of examination and for at least four (4) months immediately preceding the date of the written test, and continuously until date of certification, legal residents of the Town of Colonie.

VACANCIES: Eligible lists 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. All candidates may apply for retests at six-month intervals.

DESCRIPTION OF POSITION: The TRAINEE positions for the Water Treatment will be limited to one year and those for Sewage Treatment to six months. During these training periods appointees will undergo on-the-job training to become qualified operators. They will also be required to participate in appropriate courses of instruction during this time.

The OPERATOR positions require performance in duties such as operating pumps, valves, motors, etc. The incumbent does maintenance work on treatment plant machinery and equipment: regulates chlorinators. Possession of appropriate Grade 2A Certificate required.

Upon satisfactory completion of the probationary term and the receipt of a Grade 2A Certificate issued by New York State Department of Health (Water) or New York State Department of Environmental Conservation (Sewage), appointees may be promoted to Operator positions without further Civil Service Examination.

MINIMUM QUALIFICATIONS: All candidates must meet the following requirements on or before the date of written test:

GRADUATION FROM HIGH SCHOOL OR POSSESSION OF AN APPROPRIATE EQUIVALENCY DIPLOMA FOR BOTH TRAINEE AND OPERATOR POSITIONS. OPERATOR MUST POSSESS GRADE 2A CERTIFICATE.

SEE "GENERAL INSTRUCTIONS"

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1) **Mechanical Aptitude:** These questions are designed to test a candidate's ability to understand and apply basic mechanical principles to devices such as levers, pulleys, pumps, gears, and similar mechanical devices. The candidate is shown sketches of various basic mechanical devices and must answer questions about how they function;
- 2) **Safety Practices:** These questions are designed to test a candidate's knowledge of general safety principles and practices including those involved when working with mechanical equipment, electricity, and hazardous chemical substances. Candidates are not expected to know about detailed safety procedures that may be used in water or sewage treatment plants;
- 3) **Reading of Scales and Gauges:** These questions are designed to test a candidate's ability to read and understand various meters, scales, gauges and dials. Candidates are shown the indicators of various measuring devices and are expected to be able to read and understand the numerical value shown;
- 4) **Tools:** These questions are designed to test for a candidate's ability to recognize commonly used hand tools and understand their uses. The candidate may be shown a picture of a particular tool and asked to identify it, or asked a question concerning the proper use for a particular tool;
- 5) **Basic Mathematics:** These questions are designed to test a candidate's ability to use the four basic arithmetic operations (addition, subtraction, multiplication and division). The candidate may be asked questions concerning percentages, decimals and fractions. The candidate may also be asked to solve simple practical mathematical problems by reading a problem and then applying the appropriate arithmetic operation to solve the problem;
- 6) **Understanding and Interpreting Written Material:** These questions are designed to test a candidate's ability to read and understand a selection of written material. The candidate is presented with a reading selection of one or more short paragraphs. The candidate must then answer questions based on the information in the paragraph(s);
- 7) **Elementary Chemistry and General Science:** These questions are designed to test a candidate's knowledge of basic principles of chemistry and general science. The candidate may be asked questions concerning simple chemical processes, compounds or elements including chemical processes found in living organisms such as bacteria, algae, etc. The candidate may also be asked questions concerning simple physical properties of processes, including such basic physical properties as light, heat, electricity, magnetism and pressure.

NOTE: A Guide to the Written Test for Water & Wastewater Treatment Plant Operator/Trainee Series is available at the NYS Dept. of Civil Service web site: 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 our office using the contact information found elsewhere on this announcement.

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list for one year only.

THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Office, Colonie Memorial Town Hall, 534 Loudon Road, (mailing address: PO Box 508), Newtonville, NY 12128-0508 - Telephone 783-2721 OR via the Internet at www.colonie.org (Civil Service Dept) where applications can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination 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 New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Michael M. Burick
Personnel Officer
Town of Colonie
January 3, 2012

GENERAL INSTRUCTIONS

Fees: Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. Enclose a non-refundable check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order. In the event you are disqualified, decide you didn't want to apply for that test, you do not take the test(s), or are not successful on the examination, the fee is non-refundable and therefore will not be returned. YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR 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" (in our office) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.**

(Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

PARTIAL FEE WAIVER: Incumbent permanent Town of Colonie employees with more than one full year, or equivalent part-time service, may request waiver of the fee except for \$5.00 (five dollars). Provisional employees are required to pay the complete fee.

- 1) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.
- 2) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.
- 3) Investigation may be made as to character and ability and all statements made by applicants are subject to verification.
- 4) Falsification of any part of the application for employment or examination will result in disqualification and possible legal action.
- 5) Veterans, disabled Veterans, or *active duty members of the Armed Forces, desiring to claim additional credit must make application for such additional credit in their applications. They will be allowed the option of waiving these credits after the completion of the examination. *Special notice to active duty members of the Armed Forces – beginning 1/1/98 the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.
5a) If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.
- 6) Police Officer or Firefighter Survivor Credits: Per Section 85-a of 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 exam for which they qualify for original appointment in the same municipality in which his/her parent has served. 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.
- 7) Accepted candidates will be notified when and where to appear for examination. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application.
- 8) Call this office if you do not receive a notice within three days of the date of the examination. Notice to appear for the test will be conditional, since final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice. Have your Social Security card (if you have one) and your Driver's License available at the exam center.

- 9) The duration of the eligible lists shall be fixed for not less than one nor more than four years. Note: The duration of eligible lists established as a result of continuous recruitment exams will be one year only.
- 10) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.
- 11) You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
- 12) CHANGE OF ADDRESS: Failure to notify the Personnel Officer of a change of address may result in disqualification for examination or certification for appointment following examination. When writing, give the number and title of examination(s) you have applied for. **Failure to do so may delay correspondence and affect recruitment opportunity.**

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- 13) Religious Accommodations – Persons with a Disability – Military Members: If special arrangements for testing are required, indicate this on your application form.
- 14) Applications must be filed in the Civil Service Department no later than 4:30PM on the last filing date as noted above – or post-marked no later than one day prior to last filing date.
- 15) Applicants for examination or employment are solely responsible to provide written notice of changes which may affect application status.
- 16) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.
- 17) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30pm on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reasons. The “Policy on Alternate Test Dates” will govern.
- 18) Unless specifically prohibited, 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” and any similar devices are prohibited.
- 19) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise the Town of Colonie of their preference to examination location. You need to call or write to each Civil Service Agency to make arrangements within two weeks of the examinations. Attach a “cross-filing” form to your application. Request this form by calling 783-2721 or download at www.colonie.org/civilservice. **Important: Candidates taking both State and local examinations scheduled for the same day must take all examinations at a State site.** In this instance, the candidate is responsible to 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.
- 20) Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

