

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

For

**WATER OR SEWAGE TREATMENT PLANT OPERATOR
(TRAINEE)**

WATER OR SEWAGE TREATMENT PLANT OPERATOR



APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATION NO: WS097

SALARY: GR.15 (TRAINEE)

Entry: \$32,848

3 yr: \$36,031

GR.22 (OPERATOR) Entry:

\$43,238

3 yr:

\$46,418

APPLICATION FEE: The fee for Trainee (\$30.00) or Operator (\$35.00) is required for this examination, and a check or money order made out to the TOWN OF COLONIE must accompany each application. Note exam number on check or money order (see explanation on page 3).

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 copy of the "Guide to Taking the Written Test for Water & Wastewater Treatment Plant Operator/Trainee Series" may be attached to this announcement. If it is missing, it can be picked up at our office OR viewed on the Town's web page for Civil Service examination at www.colonie.org.

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 J. Foley
Personnel Officer
Town of Colonie
January 1, 2009

AN EQUAL OPPORTUNITY EMPLOYER