

The Town of Colonie Personnel Officer Announces
Open Competitive Civil Service Examination
for
**WATER TREATMENT PLANT MAINTENANCE
SUPERVISOR – Gr. 12**



EXAMINATION NO: 63-654

EXAMINATION DATE: April 24, 2010

SALARY: Entry: \$51,509
Top: \$57,232

LAST FILING DATE: March 26, 2010

APPLICATION FEE: A fee of \$50.00 (fifty dollars) is required for this examination and a check or money order (no cash) made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Water Treatment Plant Maintenance Supervisor as they may occur in the Latham Water Department.

DESCRIPTION OF POSITION: These duties involve the primary responsibility for maintaining all buildings, grounds and equipment that are required for the water treatment process; works in cooperation with the Water Plant Operations Supervisor to maintain proper communications needed in the absence of one of the supervisors. The Water Treatment Plant Maintenance Supervisor works under the general supervision of the Chief and Assistant Chief Water Treatment Plant Operator. Supervision is exercised over maintenance mechanics, operators, laborers, instrumentation technician and other subordinates in the performance of their assigned duties involving plant maintenance. The incumbent does related as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college with an Associate Degree in Applied Science AND five (5) years of satisfactory experience in the maintenance of a large scale, modern water treatment plant or similar facility, with at least three (3) years of experience in a supervisory capacity, OR Graduation from a high school and ten (10) years of satisfactory experience in the maintenance of a large scale, modern water treatment plant or similar facility with at least three (3) years of experience in a supervisory capacity.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills, and/or abilities in such areas as:

- 1) **Administrative supervision:** These question test for knowledge of the principals involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between the upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units. establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections;
- 2) **Operation, maintenance, and repair of pumps, motors, valves, mechanical and electrical equipment:** These questions test for knowledge of the principles and practices involved in the operation, maintenance and upkeep of various types of electrical equipment, including pumps, valves, electric motors, and similar types of equipment;
- 3) **Reading and interpretation of plans and specifications:** These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems;

SEE GENERAL INSTRUCTIONS

- 4) **Inspection, operation, maintenance and repair of basic mechanical equipment:** These questions test for knowledge of the principles and practices involved in the inspection, operation, maintenance, and upkeep of basic mechanical equipment such as gears, shafts, and bearings, power drives, and similar types of basic machinery and mechanical equipment;
- 5) **Tools of the trade (mechanical):** These questions test for knowledge of the tools, instruments, and equipment typically used in the mechanical trade, including the proper and safe use of this equipment.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing address: PO Box 508) Newtonville, NY 12128-0508 – Telephone (518)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 the examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
February 26, 2010

AN EQUAL OPPORTUNITY EMPLOYER