

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
SENIOR SEWAGE TREATMENT PLANT OPERATOR – Grade 27



EXAMINATION NO: 63-220

EXAMINATION DATE: March 2, 2019

SALARY: Entry \$58,592
Top \$62,268

LAST FILING DATE: January 11, 2019

APPLICATION FEE: A non-refundable processing fee of \$50.00 is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order. (see explanation on page)

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

VACANCIES: The eligible list resulting from this examination may be used to fill vacancies for the position of Senior Sewage Treatment Plant Operator as they occur.

DESCRIPTION OF POSITION: This is work of a technical nature which involves supervision and participation in the actual operation of a sewage treatment plant and related facilities. The incumbent is responsible, during an assigned shift for the safe and efficient operation of a modern sewage treatment plant with facilities for the activated sludge process. Supervision is received from the Sewage Treatment Plant Operations Supervisor or Sewage Treatment Plant Manager with leeway permitted for carrying out details of the work. Supervision is exercised over Sewage Treatment Plant Operators and Trainees during assigned shifts. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in science or applied science AND two (2) years of experience in the operation of a 2A or greater, modern activated sludge wastewater treatment plant as a certified Wastewater Treatment Plant Operator with a minimum certification level 2A;

OR

Graduation from High School or possession of a High School equivalency diploma and five (5) years of satisfactory experience in the operation of a 2A or greater, modern activated sludge treatment plant as a certified Wastewater Treatment Plant Operator with a minimum certification level 2A.

SPECIAL REQUIREMENT: Possession of a NYSDEC Grade 2A Wastewater Treatment Plant Operator Certification at time of appointment. The certificate is to be maintained during employment.

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

1. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

2. Operation and maintenance of pumps, valves, and related mechanical and electrical equipment - These questions test for knowledge of the principles and procedures involved in the operation,

maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions.

3. Physics, chemistry, and bacteriology related to wastewater treatment and disposal, including laboratory and field tests for plant operations - These questions test for knowledge of the principles and practices of wastewater treatment, disposal, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with wastewater treatment and testing; operating principles of the equipment and procedures used in wastewater treatment; measurements and measuring devices used; sampling and testing wastewater and interpreting the results; and identification and characteristics of chemicals and bacteria involved in wastewater plant operations and testing. Some questions may involve basic arithmetic calculations.

4. Practices and equipment used in the operation and maintenance of a Type A wastewater treatment plant - These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants employing the activated sludge process or its modifications (Type A plants), including such areas as objectives of plant processes, techniques, and equipment; terminology associated with Type A wastewater treatment plants; conditions and situations encountered in Type A wastewater treatment plants; plant safety and monitoring; and equipment and materials used in Type A wastewater treatment plants. Some questions may involve basic arithmetic calculations.

5. Tools, mechanical aptitude, and reading of scales, meters, and gauges - These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, Latham, NY 12110 – 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
December 12, 2018

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

See "General Instructions"