

The Town of Colonie Personnel Officer Announces  
Open-Competitive Civil Service Examination  
For  
**Sewage Treatment Plant Operations Supervisor**



EXAMINATION NO.: 69-557

EXAMINATION DATE: March 2, 2019

SALARY: Entry: \$64,939  
Top: \$72,155

LAST FILING DATE: January 11, 2019

APPLICATION FEE: A 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 and social security 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 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 Sewage Treatment Plant Operations Supervisor as they occur.

DESCRIPTION OF POSITION: The Sewage Treatment Plant Operations Supervisor has the primary responsibility for process control at the Town wastewater treatment plant; The Sewage Treatment Plant Operations Supervisor is under the general supervision of the Sewage Treatment Plant Manager. Supervision is exercised over Sewage Treatment Plant Operators and Trainees. The incumbent performs related work as required

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Science or Applied Science\* AND four (4) years of satisfactory experience in the operation of a large scale, modern activated sludge wastewater treatment plant with at least two (2) years of experience in a supervisory capacity; OR Graduation from a high school AND ten (10) years of satisfactory experience in the operation of a large scale modern activated sludge treatment plant with at least two (2) years of experience in a supervisory capacity;

Special Requirement for acceptance of application: Possession of a NYSDEC Grade 3A Wastewater Treatment Plant Operator Certification prior to completion of probationary period. The Operator certificate must be maintained throughout the course of the employment.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**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. Pumping operations and related arithmetic computations** - These questions test for knowledge of pumping operations, including such areas as terminology and basic principles associated with pumps and pumping operations; instruments and equipment used in pumping operations, including various types of pumps and their components; troubleshooting pumping problems and developing solutions; pump and pumping station inspection and maintenance; and the ability to perform arithmetic calculations associated with pumping and hydraulic operations.

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](http://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 OPPORTUNITY EMPLOYER**