

**COLUMBIA COUNTY CIVIL SERVICE COMMISSION**  
401 STATE ST., HUDSON, NEW YORK 12534  
Phone: 518-828-6622  
[www.columbiacountyny.com](http://www.columbiacountyny.com)

*Please Post Conspicuously*



Issue Date: 12/7/11  
County #2746

Columbia County Civil Service Commission  
announces an open-competitive decentralized examination for:

**Assistant Water Treatment Plant Operator #2746**

Date of Examination: January 21, 2012

Last Filing Date: January 3, 2012

Filing Fee: Fee for this examination is \$15.00  
(See reverse side for instructions)

Vacancy: The eligible list established from this examination will be used to fill vacancies as they occur in all division(s) under the Columbia County Civil Service Commission jurisdiction.

Residency: Candidates must be a resident of Columbia County at the time of examination and for four (4) months prior to the date of the exam.  
*Preference in appointment may be given to residents of each civil division (Civil Service Law 23.4).*

Salary: \$20.27 per hour

Duties of the position The work involves the responsibility for assisting on an assigned shift, in the operation of a Type A Water Treatment Plant containing facilities for filtration with pre-treatment of a chemical softening process. The Assistant Water Treatment Plant Operator may assume the duties of the Water Treatment Plant Operator in their absence. The work is performed under the general supervision of the assigned shift supervisor. Supervision of others is not ordinarily a responsibility of the position. Does related work as required.

**TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)**

Assists in the operation of pumps, valves, meters and related machinery and equipment to assure a safe, adequate and potable water supply; Records control room instrument readings including flow and pressure and reports variations and irregularities to supervisor; takes samples of water at reservoir, pumping stations and plant and assists in the making of appropriate tests; performs minor maintenance on and makes emergency repairs to plant, pumping station and reservoir equipment; Performs custodial grounds, maintenance and housekeeping duties at the plant, pumping station and reservoirs; assist in the preparation of reports and the maintenance of the records. A working

knowledge of the practices used and the equipment which is required in the operation and maintenance of a Type A plant containing facilities for filtration with pre-treatment or a chemical softening process; working knowledge of the principles and applications of physics, chemistry, and bacteriology as they relate to water purification; ability to assist in the operation and emergency repair of pumps, valves and related mechanical and electrical equipment; ability to assist in the making of routine laboratory and field tests for control of plant operation; ability to read, understand and record data from gauges, scales and meters; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness and dependability.

**Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of operating experience at a water treatment plant with facilities for filtration **and** possession of a Grade 2A certificate at time of appointment.

**For City of Hudson ONLY:** in addition a C-Plant and D-Distribution System Certificate is required at time of appointment

**Subjects of examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Mechanical Aptitude: These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
2. Safety Practices: These questions test your knowledge of basic safety practices.
3. Tools and Reading of Scales and Gauges: These questions test your ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges.
4. Elementary Chemistry and General Science: These questions test your knowledge of basic processes and concepts in chemistry and general science.
5. Understanding and Interpreting Written Material: These questions test how well you comprehend written material.
6. Basic Mathematics: These questions test your ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that might be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages and percents.

**Use of calculators is RECOMMENDED**

**Columbia County – An Equal Opportunity Employer**

**GENERAL INSTRUCTIONS TO CANDIDATES**

**OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted.**

**Note:** Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

**VETERANS CREDITS:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit.

"In conformance with section 85-a of the 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 examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

**RESIDENCY REQUIREMENTS:** Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a **Change of Address Notification Form** (available @ Civil Service or @ [www.columbiacountyny.com](http://www.columbiacountyny.com) and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

**RATING & REVIEW:** Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

**TRANSCRIPTS:** Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

**EXAM NOTICES:** The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

**CALCULATORS:** Unless otherwise notified, 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, cell phone calculators or any similar devices are prohibited.

**ELIGIBLE LIST:** The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.

**FILING FEES:** A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

**APPLICATION WAIVER FEE:** 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 and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at [www.columbiacounty.ny.com](http://www.columbiacounty.ny.com).**

**MULTIPLE EXAMS:** If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. If you need an alternate test date, see Alternate Test Date Policy @ [www.columbiacounty.ny](http://www.columbiacounty.ny) or call this office at (518) 828-6622 prior to the examination.

**MINIMUM QUALIFICATIONS:** A candidate must meet the qualifications on or before the last filing date.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**NOTE:** Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.