

CITY OF COHOES

CIVIL SERVICE COMMISSION

Announces an **OPEN COMPETITIVE** Examination

For

SENIOR WATER TREATMENT PLANT OPERATOR**Type A Plant****No. 67958**

Examination Date	August 7, 2021
Last Filing Date	July 2, 2021
Starting Salary	\$53,648 approximately

The eligible list resulting from this examination will be used to fill vacancies in the Cohoes Filtration Plant.

APPLICATION FEE: A fee of \$12.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the COHOES CIVIL SERVICE COMMISSION. DO NOT SEND CASH. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

GENERAL STATEMENT OF DUTIES: Supervises a moderate sized group of semi-skilled workers engaged in various phases of water treatment plant operation and maintenance; does related work as required.

MINIMUM QUALIFICATIONS: Two years of experience in the operation of a Water Treatment Plant and maintenance thereof.

SPECIAL REQUIREMENT: Possession of a Grade IA or IIA Water Treatment Operator License issued by the New York State Health Department.

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

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.

Physics, chemistry, and bacteriology as related to water treatment and purification, including laboratory and field tests

These questions test for knowledge of the principles and practices of water treatment, purification, sampling, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with water treatment and testing; objectives and principles of various water treatment and testing procedures; measurement, sampling, and preservation of water samples; interpreting test results; and the effects of variables on

water treatment processes.

Practices and equipment used in the operation and maintenance of a Type A water treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of Type A water treatment plants, including such areas as objectives and purposes of plant processes and equipment; terminology associated with Type A water treatment plants; conditions and situations encountered in Type A water treatment plants, including safety concerns; water disinfection and dosing; and equipment and materials used in Type A water treatment plants. Some questions may involve basic arithmetic calculations.

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.

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.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

GENERAL INSTRUCTIONS TO APPLICANTS

APPLICATION FORMS: The City of Cohoes Civil Service Examination Application must be filed for each examination. The applicant should be certain that **every question** is answered and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the **Cohoes Civil Service Office, 97 Mohawk Street, Room 19, Cohoes, NY, 12047** or postmarked by the United State Postal Service by the last filing date stated for the examination. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier or applications lost or misdirected by postal or common carrier.

TRANSCRIPTS: Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible **before** the exam.

VETERANS CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

Veterans or disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two months of the last filing date for the examination. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, 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 examination. 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 veteran's credits.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

ALTERNATE TEST DATE REQUEST FORM: This policy and the required application can be found on our website, www.ci.cohoes.ny.us. The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

MULTIPLE EXAMINATIONS SCHEDULE FOR SAME DAY: If you have applied for other local Civil Service examinations to be given on same day, you must file a cross filer statement. Such statement must be filed no later than two weeks before the date of the examination. You must notify all local Civil Service agencies with which you have filed an application of the test site at which you wish to take your examination.

If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

CALCULATORS: The use of calculators is **ALLOWED** for this examination.

ADMISSION TO EXAMINATION: Cohoes Civil Service Office does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact Cohoes Civil Service Office at (518) 233-2132.**

Every candidate should bring their notice to appear and social security number to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Cohoes Civil Service Office. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier, or and lost or late applications misdirected by any postal or common carrier.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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 BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint processing fee associated with this special requirements.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, submit a written request for an alternate test date with your application. We will make arrangements for you to take the test on an alternate date (usually the following business day).

REASONABLE ACCOMMODATIONS IN TESTING: In addition, it is the policy of the Cohoes Civil Service Commission in accordance with the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodations to participate in an examination must note this on their application.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of one year but may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy exists, for four (4) months prior to the date of examination.

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND STUDY GUIDES: When offered are available at the Cohoes Civil Service Office.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the City of Cohoes to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal record unless based upon a bona fide occupational qualification or other exception.