



# Department of Human Resources & Civil Service

## Continuous Recruitment Exam Announcement

Please Post Conspicuously

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County Executive

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Director

## PPOT-0317-18 Pump and Process Operator Trainee

- Application Fee: **\$15.00**
- Examination Date: **March 17, 2018**
- Application Deadline: **February 7, 2018** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
- Who May Apply: **Qualified applicants**
- Salary: **\$32,450 - \$41,154 annually (Monroe County)**
- Employment Opportunities: The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

### Minimum Qualifications: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Science degree; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Arts degree with a minimum of 30 credit hours in math or science\*\*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university specifically approved by the New York State Department of Environmental Conservation\* with an Associate of Applied Science degree; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate of Applied Science; plus eighteen (18) months paid full time or its part time equivalent\*\*\* operating experience at a wastewater treatment plant; OR,
- (E) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of 30 credit hours in math or science\*\*, plus eighteen (18) months paid full time or its part time equivalent\*\*\* operating experience at a wastewater treatment plant; OR,
- (F) Possession of a Grade 3A or 4A Wastewater Treatment Plant Operator Certification issued by the New York State Department of Environmental Conservation; OR,
- (G) Possession of a Grade 2A Wastewater Treatment Plant Operator Certification issued by the New York State Department of Environmental Conservation, plus three (3) years paid full time or its part time equivalent\*\*\* operating experience at a wastewater treatment plant.

\*An approved Associate of Applied Science degree must have included one of the following curriculums:

- (1) Ecology and Environmental Technology from Paul Smith's College;
- (2) Water Quality Monitoring from Ulster County Community College
- (3) Environmental Technology from SUNY-Morrisville;
- (4) Water/Wastewater Technology from Crowder College

\*\*Applicants qualifying under B or E must submit an unofficial or student copy of their college transcript.

### Special Requirements:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.  
An Equal Opportunity Employer

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

\*\*\* part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**

There is no residence requirement for this examination.

**Fees:**

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

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. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This is a trainee position in the Department of Environmental Services' Wastewater treatment plants and pumping facilities, in which incumbents, (1) learn and master various tasks and safety procedures associated with their operation and, (2) are provided training to obtain a Grade 3A Wastewater Treatment Operator Certification issued under the provisions of part 650 of the New York State Department of Environmental Conservation Regulations; both to be completed within the two-year training period. Upon successful completion of the training period, and attainment of the 3A certification, permanent employees are promoted to the title of Pump and Process Operator without further testing. Employees who do not successfully attain the certificate or complete the training within the two-year period will be removed from the position. Employees will be given various assignments and training related to preliminary, primary and secondary treatment; solids handling, odor control, sampling, disinfection, wet weather flow handling, aeration process control, energy management, process troubleshooting, pumping systems, safe operating practices, State Pollutant Discharge Elimination System (SPDES) permit compliance and Discharge Monitoring Report (DMR), supervision, work order entry, and process monitoring. Duties further include manual labor, working in confined spaces, and require shift and weekend work, and remaining on call for emergencies. The employee reports directly to and works under the direct supervision of a higher level staff member.

**Scope of Examination:**

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

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.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A “**Guide to Taking the Written Test for the Water and Wastewater Treatment Plant Operator/Trainee Series**” is available in the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page. This guide contains sample test questions similar to the questions that will be used in this written test. If you would like one mailed to your home address, please send a self-addressed stamped envelope to the above address.

This written 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.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Eligible List:**

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

**Appeals Process:**

No review or appeal is allowed. The questions and answers have been subjected to careful analysis. The exemption of these questions from any candidate review or appeal permits more prompt establishment of lists and earlier appointments.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**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.

**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.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Pump and Process Operator Trainee, PPOT-0317-18**

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** January 18, 2018