P-74566

Assistant Systems Operator - Wastewater

Application Fee: None
Examination Date: October 17, 2015
Application Deadline: August 18, 2015 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
Who May Apply: Qualified employees of the Monroe County Department of Environmental Services
Salary: $33,521 – $43,050 annually

Employment Opportunities: The Monroe County Department of Environmental Services has four (4) positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

An open-competitive exam is also being offered for qualified applicants.

Minimum Qualifications:
Candidates must be permanently employed at the Monroe County Department of Environmental Services and must have served continuously on a permanent basis for twenty-four (24) months holding the competitive position of Dispatcher-Physical Services, Senior Pure Waters Technician or Pure Waters Technician or holding the non-competitive position of Maintenance Technician/Operator, Motor Equipment Operator, Environmental Facilities Mechanic or Pump and Process Assistant immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

SPECIAL REQUIREMENTS: Must obtain a New York Water Environmental Association Grade 1 Wastewater Collection Systems Operator Certificate during the probationary period. Failure to possess the above certificate during the probationary period will result in separation from the position.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Description of Duties:
This position, in the Department of Environmental Services, is responsible for assisting with working on the safe and efficient operation and maintenance of the sewers and all associated facilities. Work includes monitoring, operating and data collections analysis activities including monitoring field crew activities related to processes in the field. This position differs from Systems Operator-Wastewater due to the lack of responsibility for coordinating data collection analysis activities and...
general office supervision and management. The employee reports directly to, and works under the general supervision of the Systems Operator-Wastewater.

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

1. *Office record keeping*

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. *Sanitary and storm sewer systems*

These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sewer and storm drainage lines, catch basins and related appurtenances.

3. *Sewer system safety and trenching practices*

These questions test for knowledge of the proper procedures and safety issues involved in the construction, maintenance and repair of sewer lines and related appurtenances and the materials, techniques and equipment used when excavating and backfilling trenches and repaving affected roadway surfaces.

**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.

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.**

**Seniority:**
Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>0 Points</td>
</tr>
<tr>
<td>1 year up to 6 years</td>
<td>1 Point</td>
</tr>
<tr>
<td>Over 6 years up to 11 years</td>
<td>2 Points</td>
</tr>
<tr>
<td>Over 11 years up to 16 years</td>
<td>3 Points</td>
</tr>
<tr>
<td>Over 16 years up to 21 years</td>
<td>4 Points</td>
</tr>
<tr>
<td>Over 21 years up to 26 years</td>
<td>5 Points</td>
</tr>
</tbody>
</table>

Seniority points will be calculated at the time of examination.

**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.
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.

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 cross-filer 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.

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: July 29, 2015