

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

**\*\* Please note: Madison County Offices are currently open to the public by appointment only.\*\***

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**#66478 WATER & WASTEWATER SUPERINTENDENT**  
**(Open Competitive)**

**DATE OF EXAMINATION:**

August 7, 2021

**APPLICATIONS ACCEPTED UNTIL:**

June 22, 2021

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams> . A \$15.00 application fee \*plus \$1.00 surcharge is required for credit or debit card payments.
- **By Mail:** Applications can be downloaded from the Personnel Department's website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>. Must include a \$15.00 **money order** made payable to *Madison County Treasurer*. Cash or checks are not accepted.
- Applications and **non-refundable** payment must be received or postmarked by the application deadline. Disapprovals will **not** result in a refund. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

**SALARY:** Varies by municipality.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in those villages under the jurisdiction of the Madison County Department of Personnel/Civil Service.\*

\*This title currently only exists in the **Village of Hamilton**.

**RESIDENCY:** There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of **the jurisdiction in which appointment is to be made** for at least one month prior to the date of certification.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for the operation of the municipal water and wastewater treatment plants. The incumbent supervises and works with the crews as well as being responsible for the safe and efficient execution of facility performance, maintenance and repair. The work is performed under the direct supervision of the Village Administrator with wide leeway allowed for the exercise of independent judgment in carrying out the duties of the position in accordance with all applicable laws, rules, regulations and established procedures. Supervision is exercised over a small number of subordinate water and wastewater personnel. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, or higher, in Construction Technology, Engineering Technology, Engineering Science, Water and Wastewater Technology, Engineering, or closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in water and wastewater systems operation and/or construction which must have included two (2) years of supervisory experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, experience in water and wastewater systems operation and/or construction which must have included two (2) years of supervisory experience ; OR
- C. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

1. Possession of an appropriate valid class "D" driver's license issued by the New York State Department of Motor Vehicles is required at time of application. No later than upon the completion of six months from the date of appointment, employee shall be in possession of a valid New York State class "CDL" driver's license, and shall maintain said license for the duration of appointment.

At the time of application, possession of the following valid certificates issued by the New York State Department of Health or the New York State Department of Environmental Conservation:

2. Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code.
3. Possession of a Grade II-B GW Water Treatment Plant Operator's certificate.
4. Possession of a Grade 3A Wastewater Treatment Plant Operator's certificate issued by the New York State Department of Environmental Conservation.

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

**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.

**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.

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

**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 inspection and maintenance; and the ability to perform basic arithmetic calculations associated with pumping operations.

**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.

Unless otherwise notified, *candidates are permitted to use quiet, hand-held, solar or battery powered calculators.* Cell phones, devices that may be connected to a computer, and devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**OTHER INFORMATION FOR CANDIDATES:** 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.es.ny.gov/testing/testguides.cfm>.

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATION FEE WAIVER:** 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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department’s website <https://www.madisoncounty.ny.gov/301/Personnel-Forms> .

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test 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 examinations will apply to the written test.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

**VETERAN’S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran’s credit are available from this office. Veteran’s credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. 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 credit.

**THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.**

**BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.**

ISSUED: May 27, 2021

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER