

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

**#600-23 WATER TREATMENT PLANT OPERATOR/TRAINEE**  
**(Open Competitive)**

**DATE OF EXAMINATION:**  
June 10, 2023

**APPLICATIONS ACCEPTED UNTIL:**  
April 21, 2023 by 4:00 p.m.

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Personnel Department's website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>.
- Applications must be received or postmarked by the application deadline. 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

**VACANCIES:** The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in the Village of Cazenovia.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of the Village of Cazenovia 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.

**ELIGIBLE LIST:** A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Candidates who are successful in this examination and who have the proper grade certificate issued by the New York State Department of Health will be certified for appointment at the Operator level. Other eligibles will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirement.

**DISTINGUISHING FEATURES OF THE CLASS:**

**Water Treatment Plant Operator:** This is routine but important work involving responsibility during a shift for the efficient operation and maintenance of a Type B Water Treatment Plant with facilities for the application of chemicals to the water, such as chlorine or chlorine compounds, chlorine-dioxide, chlorine-ammonia, fluoride compounds, or the process of de-chlorination. All work is done in accordance with established local, state, and federal laws, rules and regulations. The work is performed under general supervision of an operator qualified to be in charge of the operation of the plant. Supervision may be exercised over subordinate employees in the performance of their assigned duties. The incumbent performs related work as required.

**Water Treatment Plant Operator Trainee:** This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water treatment plant. The work is performed under immediate supervision of a qualified operator. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Water Treatment Plant Operator:** Type IIB Plant which is designed to treat 2.5 million gallons per day or less:

- A. Graduation from high school or possession of a high school equivalency diploma and at least one year of operating experience at a water treatment plant. Candidates must also have completed a minimum of 30 hours in a Grade B Course. A validated examination for grade IIB is required before appointment.
- B. An equivalent combination of training, education and/or experience as outlined in Section 5-4.4 of the New York State Sanitary Code.

(Note: Paid full-time experience or its part-time equivalent shall be qualifying when determining years of experience.)

**Water Treatment Plant Operator Trainee:** Graduation from high school, or possession of a high school equivalency diploma.

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

**Mechanical Aptitude** - These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.

**Safety Practices** – These questions test your knowledge of basic safety practices.

**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.

**Elementary Chemistry and General Science** – These questions test your knowledge of basic processes and concepts in chemistry and general science.

**Understanding and Interpreting Written Material** - These questions test how well you comprehend written material.

**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 a hand-held, battery or solar powered calculator for this exam is RECOMMENDED.** Cell phones 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:** A Guide to the Written Test for the Water Treatment Plant Operator/Trainee series is available at the New York State Department of Civil Service web site: [https://www.cs.ny.gov/testing/test\\_guides/Water\\_Wastewater\\_TestGuide.pdf](https://www.cs.ny.gov/testing/test_guides/Water_Wastewater_TestGuide.pdf).

**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.

**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.

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.

**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 ACCOMMODATIONS, 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: March 22, 2023

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER