

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION 245 Washington Street, Room 205 Watertown, New York 13601 www.watertown-ny.gov
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Issued: August 11, 2025

**ANNOUNCES AN PROMOTIONAL EXAMINATION FOR
WATER DISTRIBUTION SYSTEM OPERATOR
EXAM #71086-010**

FILING FEE: **\$15.00 non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are ACCEPTED ONLINE ONLY.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **November 1, 2025**

LAST FILING DATE: Applications must be **received** no later than 11:59 PM **Sunday, September 28, 2025**

VACANCIES: The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the City of Watertown.

SALARY: **\$58,176 - \$76,611**

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Engineering Science or construction or water sciences technology; or closely related field; and 3 years of experience in the operation and maintenance of a distribution system serving 1000 or more people; or
- B. Graduation from high school or possession of a high school equivalency diploma and 5 years of experience in the operation and maintenance of a distribution system serving 1000 people or more.

DUTIES: This is the second level in the Water Distribution series and is responsible for ensuring the safe, sanitary and efficient operation of the water distribution system. Responsibilities include oversight and participation in the construction of new water distribution system installations and for the development and implementation of a water leak detection program, hydrant flushing program, and other sanitation programs. The incumbent does related work as required.

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

- **Water distribution systems and fire hydrants-** These questions test for knowledge of the proper methods, materials, and equipment used in the installation, testing, repair, and operation of waterlines, fire hydrants, and related appurtenances, including trenching and safety practices.
- **Water distribution system planning, design, and testing, including related elementary hydraulics-** These questions test for knowledge of the proper evaluation of water supply needs, the ability to plan and design water supply systems using basic waterline flow and pumping concepts and computations, and knowledge of the proper procedures to use to test and maintain the quality of the water and the integrity of the water supply system.
- **Understanding and interpreting technical information and construction and site plans-** These questions test for the ability to read, analyze, and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.
- **Inspection principles and procedures-** These questions test for knowledge of proper concepts, practices, and methods to use when inspecting various types of water and sewer systems, including proper adherence to plans and specifications, dealing with contractors and workers, material requirements, testing procedures, and inspection record keeping.

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 online at:
<https://www.cs.ny.gov/testing/testguides.cfm> .

USE OF CALCULATORS: Calculators are **recommended** for this exam.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applications may also be submitted through the online Employment Portal: <https://watertown-portal.mycivilservice.com/joboppps>. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must 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. Applications will not be accepted past the last filing date of the examination.

APPLICATION FEE: If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

SPECIAL TEST DATE ACCOMMODATIONS/SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.

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 Laws, 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.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THIS OFFICE AT 315-785-7733 OR CIVILSERVICE@WATERTOWN-NY.GOV WITH QUESTIONS. FILE YOUR APPLICATION PROMPTLY.
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov