

<b>CITY OF WATERTOWN, CIVIL SERVICE COMMISSION</b> 245 Washington Street, Room 205 Watertown, New York 13601 <a href="http://www.watertown-ny.gov">www.watertown-ny.gov</a>
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Issued: August 11, 2025

**ANNOUNCES AN PROMOTIONAL EXAMINATION FOR  
WATER DISTRIBUTION SYSTEM SUPERVISOR  
EXAM #72371-010**

**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:**      **\$67,374 - \$84,884**

**MINIMUM QUALIFICATIONS FOR PROMOTION:** Either

- A. Three (3) years of experience in the position of Water Distribution System Operator; or
- B. Four (4) years of experience in the position of Crew Chief in the Water Department; or
- C. Five years experience in an engineering, technical, plumbing, or mechanical position.

**DRIVER'S LICENSE REQUIREMENT:** Must possess and maintain a valid NYS Driver's License.

**SPECIAL NECESSARY REQUIREMENT:** Applicant must possess Grade D Water Distribution Operator Certificate at time of appointment or within 1 year of appointment. Must maintain certification for continued employment.

**DUTIES:** This is the second level in the Water Distribution series and is responsible for supervising a 15 member maintenance and distribution team and preparing a draft annual budget for the same. Responsibilities include ensuring the safe, sanitary and efficient operation of the water distribution system, 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 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.
- **Pumps, motors, and valves-** These questions test for knowledge of the operation, repair, and preventive maintenance of the typical pumps, motors, and valves used in water and sewer systems and pump stations.
- **Mechanical devices and tools used in maintenance work-** These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance.
- **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.

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](mailto:CIVILSERVICE@WATERTOWN-NY.GOV) WITH QUESTIONS. FILE YOUR APPLICATION PROMPTLY.  
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)