

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

Issued: October 2, 2025

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
WASTEWATER TREATMENT PLANT PROCESS WORKER / TRAINEE
EXAM # 121325-02

FILING FEE: * **A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION*** Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are only accepted for online payments. 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, **December 13, 2025**

LAST FILING DATE: Applications must be **received** no later than **Sunday, November 2, 2025**

FILING DEADLINE: All applications and filing fees must be received in the Civil Service Office no later than 11:59 pm on the filing date deadline. Postmarked mail will not be accepted if received after the filing deadline. Please do not mail applications unless you know they will be received by the deadline. The City is not responsible for applications received via mail after the filing deadline.

VACANCIES: The list will also be used to fill vacancies as they occur in the City of Watertown Water Treatment Plant

ANNUAL SALARY: **\$44,434 - \$58,176**

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur in the City of Watertown. 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.

RESIDENCY REQUIREMENT: There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII(1) of the Municipal Civil Service Rules for the City of Watertown. To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.

DUTIES OF THE POSITION: The Trainee position is unlicensed with the principle focus on orientation and training. The incumbent assists more experienced workers on projects. Responsibilities include performing routine and defined tasks, such as taking samples for laboratory tests, assisting with adjustments, and assisting on maintenance projects. The WWTP Process Worker I position is licensed and often requires the individual to work alone at the facility, be responsible for all types of problem solving tasks, be the first line responder at an anomaly or emergency event and performance of operational adjustment tasks to assure efficient wastewater treatment. Responsibilities also include assisting other workers on projects and performing routine laboratory tests. The incumbent does related work as required. **Complete job descriptions are available from the office of the Civil Service Commission.**

MINIMUM QUALIFICATIONS:

Trainee Level: Graduation from high school or possession of a high school equivalency diploma

Process Worker Level: Possession of a Grade 2, 3, or 4 (either with or without the A designation) Wastewater Treatment Plant Operator Certificate issued by the NY State Department of Environmental Conservation.

SCOPE OF EXAMINATION: There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

1. **Mechanical Aptitude:** These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
2. **Safety Practices:** These questions test your knowledge of basic safety practices.
3. **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.
4. **Elementary Chemistry and General Science:** These questions test your knowledge of basic processes and concepts in chemistry and general science.
5. **Understanding and Interpreting Written Material:** These questions test how well you comprehend written material.
6. **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.

CALCULATORS ARE RECOMMENDED: Candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. A copy of this test guide and other related information is available on the State's web site at <http://www.cs.ny.gov/testing/testguides.cfm>. In addition, a copy of the test guide can be obtained at the office of the Watertown Civil Service Commission or by calling 785-7733.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: → Online Visit: <https://watertown-portal.mycivilservice.com/jobopps> to apply to current exams. 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: * A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION* Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are accepted for online payments. See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

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.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) 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 firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SPECIAL TEST DATE ACCOMMODATIONS: Please see the last page of the application for further information.

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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross Filing): 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.

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. **Applicants who have not received notice by this deadline should contact the Civil Service commission.**

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

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 established 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.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law Section 23-4a and Rule VII (1) of the Municipal Civil Service Rules for the City of Watertown, preference in appointment may be given to eligible candidates who have been legal residents of the City of Watertown. To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.