

# CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 205

Watertown, New York 13601

[www.watertown-ny.gov](http://www.watertown-ny.gov)

Issued: August 1, 2024

## ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR WWTP PROCESS WORKER II EXAM #86133-010

**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 9, 2024**

**LAST FILING DATE:** Applications must be **received** no later than 11:59 PM **Tuesday, October 1, 2024**

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

**SALARY:** \$45,232 - \$56,699

**MINIMUM QUALIFICATIONS:** Either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant Associate's Degree or higher in engineering, microbiology, chemistry, public health technology or a closely related field; and 2 years experience at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation; or
- B. Graduation from a high school or possession of a high school equivalency diploma and 4 years experience at a minimum grade 3A facility as defined by the NYS Department of Environmental Conservation in the maintenance, repair and/or operation of equipment; or
- C. An equivalent combination of training and experience as defined by the limits above.

**DUTIES:** This is the third level of the Wastewater Treatment series and is licensed. This level often requires that the individual work alone as the sole employee 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. The individual would be placed as crew chief over subordinates and be responsible for planning and executing maintenance and repairs to large equipment or special operational assignments involving two to three subordinates.

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

- **Operation and maintenance of pumps, valves, and related mechanical and electrical equipment-** These questions test for knowledge of the principles and procedures involved in the operation, maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions..
- **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.
- **Tools, mechanical aptitude, and reading of scales, meters, and gauges-** These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

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.cs.ny.gov/testing/testguides.cfm> .

**USE OF CALCULATORS:** Calculators are **allowed** 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. 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 AVAILABE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)