



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Examination Open to the Public
Water Treatment Plant Mechanic - #61764
EXAM DATE: May 16, 2020

LAST DATE TO FILE: March 31, 2020 by 4:30pm

SALARY: TBD by municipality

EXAM FEE: \$15.00 examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the "General Instructions."

VACANCY: At the present time, there is one full-time position in the Village of Watkins Glen that has been filled provisionally. This examination is being held to establish an eligible list to permanently fill the current position, and will be used to fill any appropriate full-time and/or part-time vacancies as they occur in Schuyler County.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: Routine work involving responsibility for reading and testing water and electrical meters, and accurately recording readings of consumption and checking for faulty meters. Also responsible for day to day water plant operations. Work is performed under direct supervision according to a prescribed procedure, with some leeway permitted for the use of independent judgement in carrying out specific assignments. Performs other duties as assigned.

TYPICAL WORK ACTIVITIES:

Water plant operation consisting of daily records and daily analytical tests to determine water quality;
Collects samples for laboratory tests;
Performs various laboratory tests;
Adds chemical to process water;
Maintains buildings and grounds;
Take fire hydrant samples, tests;
Evaluates water at customer level;
Maintains inventory and orders supplies for water plant;
Installs, removes, repairs, tests, and maintains records on water meters;
Marks locations of all types of lines by means of special equipment;
Reads and records readings of residential and commercial water and electric meters;
Investigates complaints of high meter readings, checks for water leaks and other service difficulties and reports them to supervisor;
Turns off water and electric service of customers who fail to pay bills or at customer's request;
Does related work as required.

MINIMUM QUALIFICATIONS:

High School or GED equivalent AND must obtain New York State Department of Health Grade IIA water certificate within eighteen (18) months of hire.

SUBJECT OF EXAMINATION: Use of calculators is RECOMMENDED

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

Arithmetic computations

These questions test for the ability to perform basic mathematical operations and may include solving problems involving computations in such areas as addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Meter reading

These questions test for knowledge of proper meter reading procedures and for the ability to correctly and accurately determine the readings on diagrams of various types of scales, gauges, meters, and dials.

Operation and maintenance of mechanical devices

These questions test for knowledge of the general principles involved in the maintenance of mechanical devices and for the ability to understand the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment.

Use and identification of tools

These questions test for knowledge of the characteristics and appropriate uses of various types of hand tools and for the ability to properly identify diagrams of various tools.

Operation and servicing of water meters

These questions test for knowledge of the construction and operating characteristics of water meters and the proper procedures to use to service and repair these meters.

Test Guide

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>.

Applications and announcements are available at
www.schuylercounty.us or the
Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

Issue Date: February 27, 2020

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made

to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. No refund will be made to applicants who are disqualified or fail to appear. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - 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 by New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. (1) If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment. Eligible lists are used to fill competitive positions in Schuyler County municipalities.

Rating: This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

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 additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: 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 that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Civil Service Test Guides for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.