



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

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2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

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1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.
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\_\_\_\_\_ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities 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 City of Ithaca Human Resources/Civil Service Department before the test date.

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**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
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Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or



## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.
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## Wastewater Treatment Plant Operator Examination No. 865-01

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Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDIT 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 additional ten 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

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A. Either:

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify, in writing, the City of Ithaca Human Resources/Civil Service Department -108 East Green Street - Ithaca, NY 14850 of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:



## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.
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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLICATIONS MAY BE OBTAINED:** at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. You may also apply online or download an application at <https://ithaca-portal.mycivilservice.com>.

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CONTINUOUSLY

EXAMINATION WILL BE HELD  
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**SALARY:** As per CSEA Administrative Unit Contract.

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
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### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

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CONTINUOUSLY

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

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**CROSS FILER STATEMENT:** If you have applied for any other civil service examination 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.

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**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify, in writing, the City of Ithaca Human Resources/Civil Service Department -108 East Green Street - Ithaca, NY 14850 of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
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**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.
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CONTINUOUSLY

EXAMINATION WILL BE HELD  
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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

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### **And**

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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4. **Elementary chemistry and general science:** These questions test your knowledge of basic processes and concepts in chemistry and general science.
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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

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**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
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Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic instruments such as motors and gears work.
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CONTINUOUSLY

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

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### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:



## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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
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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

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**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

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## Wastewater Treatment Plant Operator Examination No. 865-01

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CONTINUOUSLY

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.

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### **RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

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\_\_\_\_\_ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.



## Wastewater Treatment Plant Operator Examination No. 865-01

Page 4

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**TIME AND PLACE OF THE EXAMINATION:** Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

**CROSS FILER STATEMENT:** If you have applied for any other civil service examination 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.

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**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDIT 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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**GENERAL INSTRUCTIONS AND INFORMATION**

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify, in writing, the City of Ithaca Human Resources/Civil Service Department -108 East Green Street - Ithaca, NY 14850 of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

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APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

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**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

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## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

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## Wastewater Treatment Plant Operator Examination No. 865-01

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

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2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.
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### **RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

\_\_\_\_\_ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities 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 City of Ithaca Human Resources/Civil Service Department before the test date.

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## Wastewater Treatment Plant Operator Examination No. 865-01

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Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDIT 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 additional ten 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



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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

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4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
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Issued by: City of Ithaca Civil Service Commission  
April 8, 2019

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## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

# **WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 865-01**

APPLICATIONS ACCEPTED  
CONTINUOUSLY

EXAMINATION WILL BE HELD  
CONTINUOUSLY

**LOCATION/VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca as they occur.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application, copy of high school and college transcripts, copy of driver license, and applicable operator certificate.

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** As per CSEA Administrative Unit Contract.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for operating and maintaining a wastewater treatment plant utilizing an activated sludge process. The incumbent operates a variety of plant equipment and machinery and performs laboratory tests and other analyses relative to wastewater treatment processes. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

For a Type 4A activated sludge Wastewater Treatment Plant with a plant point score of 76 points or greater:

A. Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree in a New York State Department of Environmental Conservation approved curriculum; or

## **Wastewater Treatment Plant Operator Examination No. 865-01**

### **Page 2**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AAS degree, and eighteen (18) months operating experience at a wastewater treatment plant; or
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an AA degree with thirty (30) credit hours of math and/or science, and eighteen (18) months operating experience at a wastewater treatment plant; or
4. Graduation from high school or possession of a high school equivalency diploma and three (3) years operating experience at a wastewater treatment plant;

### **And**

- B. Satisfactory completion of an appropriate course of instruction approved by the Commissioner, Department of environmental Conservation

### **And**

- C. Eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater. [Note: this experience is in addition to that required in sections A(2), A(3) and A(4).

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current Grade 3A Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation at the time of appointment and maintenance of said license for the duration of employment.
2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 3

1. **Mechanical aptitude:** These questions test your ability to identify and understand how basic mechanic 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.

**NOTE:** Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **Calculators are recommended.**

A Guide to the Written Test for the Water and Wastewater Treatment Plant Operator/Trainee Series is available at the New York State Department of Civil Service web site: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request a copy of this test guide from the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850 - (607) 274-6539.

### **RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

\_\_\_\_\_ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities 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 City of Ithaca Human Resources/Civil Service Department before the test date.

\_\_\_\_\_ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

## Wastewater Treatment Plant Operator Examination No. 865-01

### Page 4

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLICATIONS MAY BE OBTAINED:** at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. You may also apply online or download an application at <https://ithaca-portal.mycivilservice.com>.

**TIME AND PLACE OF THE EXAMINATION:** Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

**CROSS FILER STATEMENT:** If you have applied for any other civil service examination 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.

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CONTINUOUSLY

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## **Wastewater Treatment Plant Operator Examination No. 865-01**

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