



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

SENIOR WATER TREATMENT PLANT OPERATOR PROMOTIONAL EXAM NO. 78971010

APPLICATIONS ACCEPTED UNTIL:

October 3, 2024

EXAMINATION WILL BE HELD:

November 9, 2024

ACCEPTANCE OF APPLICATIONS: Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Applications must be submitted electronically through our online application program at <https://ithaca-portal.mycivilservice.com>. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

APPLICATION MATERIALS REQUIRED: A City of Ithaca application, copy of driver license, and copy of IIA and/or IA license.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed as a Water Treatment Plant Operator with the City of Ithaca Water Treatment Plant, and must have served continuously on a full-time permanent or contingent permanent basis as a Water Treatment Plant Operator with the City of Ithaca Water Treatment Plant for six (6) months immediately preceding the date of the written test.

SPECIAL REQUIREMENTS:

1. Candidates must possess a current Grade IIA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code at the time of appointment, and must obtain a Grade IA Water Treatment Plant Operator certificate issued by the New York State Department of Health pursuant to Part 5, Subpart 5-4.2 of the New York State Sanitary Code within two (2) years of appointment. Said licenses must be maintained for the duration of employment.
2. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

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

VACANCIES: Currently, there are two (2) vacancies in the City of Ithaca Water Treatment Plant. The eligible list established as a result of this examination may be used to fill these vacancies and any future vacancies that may occur during the life of the eligible list.

SALARY: \$55,679 - \$69,599

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the operation and maintenance of a Type IA Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process, and including ancillary facilities such as an intake screen cleaning system, process waste facilities with thickeners and presses, booster chlorination systems, and water pumping stations. The incumbent plans and oversees the details of assigned work projects and supervises plant operators, operator trainees, and work site activities on an assigned shift. A Senior Water Treatment Plant Operator may be assigned responsibility for one or more specialized areas of plant operations, such as maintenance, safety programs, regulatory areas, watershed issues, or field and project sampling and analyses. The incumbent also performs the duties of a Water Treatment Plant Operator. The work is performed under the general supervision of the Chief Water Treatment Plant Operator and/or Assistant Chief Water Treatment Plant Operator with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision may be exercised over the work of operators, trainees, laboratory staff and other plant personnel. Does related work as required.

SCOPE OF THE EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

1. Operation and maintenance of pumps, valves, and related mechanical and electrical equipment

These questions test for knowledge of the principles and procedures involved in the operation, maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions.

2. Physics, chemistry, and bacteriology as related to water treatment and purification, including laboratory and field tests

These questions test for knowledge of the principles and practices of water treatment, purification, sampling, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with water treatment and testing; objectives and principles of various water treatment and testing procedures; measurement, sampling, and preservation of water samples; interpreting test results; and the effects of variables on water treatment processes.

3. Practices and equipment used in the operation and maintenance of a Type A water treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of Type A water treatment plants, including such areas as objectives and purposes of plant processes and equipment; terminology associated with Type A water treatment plants; conditions and situations encountered in Type A water treatment plants, including safety concerns; water disinfection and dosing; and equipment and materials used in Type A water treatment plants. Some questions may involve basic arithmetic calculations.

4. Tools, mechanical aptitude, and reading of scales, meters, and gauges

These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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. **USE OF CALCULATORS IS ALLOWED FOR THIS EXAM.**

SENIORITY POINTS: Seniority points will be added to the grades of candidates who receive a passing score of 70 or higher. Seniority points will be computed in accordance with the following schedule:

LENGTH OF SERVICE

SENIORITY POINTS

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

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.

Senior Water Treatment Plant Operator Promotional Exam No. 78971010

Page 4

_____ 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.

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.

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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans 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 veterans credit are available from this office. Veterans 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 veterans 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 of military service, and verification that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans 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

1. Falsification of any part of your employment application will result in disqualification.
2. Applicants must answer every question on the application and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must submit an application for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
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
August 7, 2024

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.