



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

WASTEWATER TREATMENT PLANT OPERATOR OPEN-COMPETITIVE EXAM NO. 8651025

APPLICATIONS ACCEPTED UNTIL:

September 18, 2025

EXAMINATION WILL BE HELD:

October 11, 2025

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 high school and college transcripts, and copy of driver license.

VACANCIES: Currently, there is are (2) vacancies in the City of Ithaca Department of Public Works. 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.

RESIDENCY: There are no residency requirements for this exam. 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: \$47,691

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a Wastewater Treatment Plant. The incumbent in this position undergoes on-the-job training to become qualified as an operator of a Wastewater Treatment Plant. The incumbent assists in the operation and maintenance of a Wastewater Treatment Plant. Does related work as required.

Employees serve a training term, the duration of which is the time period required for the employee to obtain a Grade 3 A certificate as an "Assistant Operator" pursuant to the provisions of Part 650 of the NYS Department of Environmental Conservation regulations; provided, however, that the maximum duration of the training term shall be four-and-one-half (4 1/2) years. The employee is required to obtain the Grade 3A Assistant Operator certificate within this four-and-one-half (4 1/2) year period. Once an employee in this class has obtained the appropriate operator's certificate, and successfully completed his/her probationary period, the employee is eligible for promotion to the position of Wastewater Treatment Plant Operator without further examination. Employees who obtain Grade 2A certificate during the training term will receive up to a two-step salary increase within the pay grade.

MINIMUM QUALIFICATIONS

- A. Possession of an Associate's Degree in Water/Wastewater Technology, Environmental Science, Engineering Technology, physical sciences, chemistry, biological sciences, life sciences or a closely related field with similar course curriculum; or
- B. Graduation from high school or possession of a high school equivalency diploma and successful completion of at least twelve (12) college credit hours of math and/or science coursework; or
- C. Graduation from high school or possession of a high school equivalency diploma, which shall have included the successful completion of at least two years of high school mathematics and at least two years of high school science; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: 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:

- 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.

RE-TEST POLICY: Candidates who fail the written examination, or who wish to retake the written examination to achieve a better score, may do so upon the submission of a new application. However, a six month waiting period for re-test will apply. In no event may any candidate take any combination of the Clerk, Keyboard Specialist, Library Clerk and/or Typist written examinations more than twice in any one year period.

DURATION OF ELIGIBLE LIST: Candidates who successfully pass the required examination will be certified onto the civil service eligible list for a period of one (1) year. Rank on the eligible list will be based on the candidate's written test score, with candidates' names being interfiled by written test score as examinations are given.

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.

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

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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 the City of Ithaca Human Resources/Civil Service Department 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 8, 2025

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