



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

WATER DISTRIBUTION SYSTEM SUPERVISOR PROMOTIONAL EXAM NO. 74132010

APPLICATIONS ACCEPTED UNTIL:

September 25, 2025

EXAMINATION WILL BE HELD:

November 1, 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.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed as a Working Supervisor with the City of Ithaca Department of Public Works, and must have served continuously on a full-time permanent basis as a Working Supervisor with the City of Ithaca Department of Public Works for two (2) years immediately preceding the date of the written test.

SPECIAL REQUIREMENTS:

1. Certification from the NYS Department of Health as a Grade D Water Distribution System Operator must be obtained within one year of appointment and must be maintained for the duration of employment
2. Certification from the NYS Department of Health as a back flow prevention tester must be obtained within one year of appointment and must be maintained for the duration of employment.
3. City of Ithaca Examining Board of Plumbers Certificate of Competency for Water and Sewer Installers must be obtained within one year of appointment, and must be maintained 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 is one (1) vacancy in the City of Ithaca Department of Public Works. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

SALARY: \$28.98/Hour - \$34.30/Hour

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the construction, installation, operation, maintenance, use and repair of the City of Ithaca water distribution system. The Water Distribution System Supervisor is also the primary point of contact for customers for water service and related issues, questions, problems, and complaint resolutions. The work entails inspection, testing, and enforcement of Federal, State, and City of Ithaca codes, regulations, specifications, standards and requirements for construction, installation, operation, maintenance, repair and use of the water distribution system, all connections to the system, and all associated appurtenances which are part of and/or directly or indirectly connected to the water distribution system. The incumbent directs and documents the activities of subordinates and contractors engaged in constructing, installing, operating, maintaining, use and repair of raw water line, silt dam, 60-foot dam, reservoir, water mains, domestic services, commercial services, fire service lines, fire hydrants, valves, pumping stations, water storage tanks, master meters, pressure control valves, and all other appurtenances associated with, or connected to the water distribution system. The incumbent also provides assistance, support, and enforces standards for the construction, installation, connection, and use of water services, and all connections to the water distribution system constructed and installed by contractors and/or customers. The incumbent provides support, direction, and technical assistance as needed to subordinates and contractors in the prosecution of the daily work of the Division. The work also requires emergency response to all fire flow events in the water distribution system to provide onsite field support to the Ithaca Fire Department and the Water Production Plant. The work also involves general field support and assistance to Water & Sewer Division Engineering Personnel, City Plumbing Inspector, Water Plant Operations Personnel, and Ithaca Fire Department Personnel for flow tests, flow monitoring, pressure measurements, leak detection, flushing, sample collections, and field investigations, etc. Work is performed under the general supervision of the Supervisor of Water and Sewer Operations and/or the Assistant Superintendent of Public Works (Water and Sewer), with considerable leeway allowed for the use of independent judgment in supervising daily activities. Supervision is exercised over the work of supervisory staff, and skilled, semi-skilled and unskilled workers. Does related work as required.

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

1. Water distribution systems and fire hydrants

These questions test for knowledge of the proper methods, materials, and equipment used in the installation, testing, repair, and operation of waterlines, fire hydrants, and related appurtenances, including trenching and safety practices.

2. Water distribution system planning, design, and testing, including related elementary hydraulics

These questions test for knowledge of the proper evaluation of water supply needs, the ability to plan and design water supply systems using basic waterline flow and pumping concepts and computations, and knowledge of the proper procedures to use to test and maintain the quality of the water and the integrity of the water supply system.

3. Understanding and interpreting technical information and construction and site plans

These questions test for the ability to read, analyze, and perform computations based on written technical presentations and technical drawings related to water and/or sewer line systems. All the information needed to answer the questions will be presented in the written material and/or drawings.

4. Scheduling work and equipment

These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation and work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

5. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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

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 RECOMMENDED 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.
- _____ 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 15, 2025

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