



Published  
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**Application  
Deadline  
06/22/2021**

**HEAD WASTEWATER TREATMENT PLANT OPERATOR**

**Departmental Promotional Exam #70824** use application form #p-201

Office Hrs M-F  
8 a.m. - 4:30 p.m.

**Exam Date  
08/07/2021**

**ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT**  
**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**\$10.00 Non-Refundable Application Fee** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: "Chief Fiscal Officer," or by VISA, MC or Discover. Cash will be accepted only if paying in person.

**SALARY AND VACANCIES:** Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

The title currently exists in the following department:  
 Onondaga County Department of Water Environment Protection - \$68,784-\$76,174

The resulting promotional eligible list will be used to fill vacancies in the Onondaga County Department of Environment Protection. Your name will be certified for appointment only to the department in which you are employed on the date of examination.

**DUTIES:** The work involves responsibility for directing the operation and maintenance of one or more wastewater treatment plants and major pumping stations. Under administrative supervision, an employee is responsible for the safe and efficient, operation and maintenance of an advanced wastewater treatment facility of multi-million dollar value. Does related work as required.

**MINIMUM QUALIFICATIONS:** **On the date of examination, candidates must meet the following requirements:**  
**PROMOTIONAL QUALIFICATIONS:** Candidates must be permanently employed in the competitive class or 55-a designated position and must have served continuously on a permanent basis for two (2) years immediately preceding the examination date in the title of Principal Wastewater Treatment Plant Operator and **must** be currently employed in the Onondaga County Department of Water Environment Protection.

**SPECIAL NECESSARY REQUIREMENT DURING PROBATIONARY PERIOD:**  
 Appointees to this position must possess a \*4A certificate issued under the provisions of part 650 of the New York State Environmental Conservation Regulation prior to successful completion of the probationary period for this position.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in the following areas:  
**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.

### **Physics, chemistry, and bacteriology related to wastewater treatment and disposal, including laboratory and field tests for plant operations**

These questions test for knowledge of the principles and practices of wastewater treatment, disposal, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with wastewater treatment and testing; operating principles of the equipment and procedures used in wastewater treatment; measurements and measuring devices used; sampling and testing wastewater and interpreting the results; and identification and characteristics of chemicals and bacteria involved in wastewater plant operations and testing. Some questions may involve basic arithmetic calculations.

### **Practices and equipment used in the operation and maintenance of a Type A wastewater treatment plant**

These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants employing the activated sludge process or its modifications (Type A plants), including such areas as objectives of plant processes, techniques, and equipment; terminology associated with Type A wastewater treatment plants; conditions and situations encountered in Type A wastewater treatment plants; plant safety and monitoring; and equipment and materials used in Type A wastewater treatment plants. Some questions may involve basic arithmetic calculations.

### **Pumping operations and related arithmetic computations**

These questions test for knowledge of pumping operations, including such areas as terminology and basic principles associated with pumps and pumping operations; instruments and equipment used in pumping operations, including various types of pumps and their components; troubleshooting pumping problems and developing solutions; pump inspection and maintenance; and the ability to perform basic arithmetic calculations associated with pumping operations.

### **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.

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available on line at: <http://www.cs.ny.gov/testing/testguides.cfm>.

**CALCULATORS:** Unless otherwise notified, candidates are **PERMITTED** to use quiet, hand-held, and solar or battery powered calculators. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited. You may **not** bring books or other reference materials. You may **not** bring cellular phones, beepers, pagers, or headphones.

**APPLICATION INSTRUCTIONS:** Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**APPLICATION FEE:** Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to "Chief Fiscal Officer". Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

**APPLICATION FEES ARE NON-REFUNDABLE.** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application. If you want "Proof That You Submitted Your Application and/or Examination Fee", ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

**NOTE:** A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.

**FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD-214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed "Application Fee Waiver Request and Certification" form). All claims for application **fee waiver** are **subject to verification**. If you can verify eligibility for application fee waiver, **complete** an "Application Fee Waiver Request and Certification" **form** and **submit** it **with your application**. Application Fee Waiver Request and Certification forms are available in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center).

**ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

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, please inform this office of this matter when you submit your application for examination.

**VETERAN CREDITS:** War veterans applying for additional credit must submit a copy of their DD-214 Member-4 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center).

**APPLICATION DEADLINE POLICY:** All **applications** along **with** application **fees** or proofs of **waiver** **must be submitted** to the Onondaga County Department of Personnel **before** the close of business at **4:30 p.m. on the application deadline date** as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

**MILITARY APPLICANTS:** In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

**EXAM INFORMATION:**

**EXAM NOTICE:** Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

**FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO:** WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or **any Clear Channel Radio Station**.

**SPECIAL ACCOMMODATIONS:** If you desire accommodation at the exam site due to disability, please **indicate** the disability and desired conditions necessary to accommodate your disability **on the application** or on a **separate paper** attached firmly to your application. Candidates requesting an accommodation are required to furnish documentation of the disabling condition prior to the examination date. The accommodation required must be stated on the application for examination and the documentation must be forwarded at least 2 weeks prior to the exam date.

**RELIGIOUS ACCOMMODATION:** Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

**EXAM RATING:** When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

**ELIGIBLE LIST:** Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list

and your status on-line by going to our website at **Civil Service Exam Test Results**  
[www.ongov.net/employment/ranking](http://www.ongov.net/employment/ranking).

**CANDIDATE FITNESS:** Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

**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.

Onondaga County Cross Filer Notification Forms are available in our office or online at [www.ongov.net/Employment/document\\_center](http://www.ongov.net/Employment/document_center). Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at [www.ongov.net/employment/document\\_center](http://www.ongov.net/employment/document_center)

**MILITARY MAKE-UP EXAMINATION:** Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD-214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

**IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985,** candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

**PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION:** **May be required** for appointment or promotion.

**SENIORITY RATING:** Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

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 = 5 points

Seniority points will be calculated at the time of examination.

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined.

**Onondaga County is an Affirmative Action/Equal Opportunity Employer**