

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Water Treatment Plant Operator Assistant (Type A)

SALARY: \$18.67 per hour 2017 hiring rate

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 09/11/17

THE FINAL DATE TO FILE APPLICATIONS: 10/02/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/03/17

RESIDENCY WAIVED

LOCATION OF POSITIONS/VACANCIES:

The incumbent in this position undergoes on-the-job-training by assisting in the operation and maintenance of a Type IA Water Treatment Plant in order to become qualified as an operator. Employees in this position will perform increasingly responsible duties as they progress through the program. Employee is eligible for IIA certification and promotion to full WTPO once complete one year in Assistant position. Work schedule will vary during training period, but once trained will be assigned the Wednesday-Saturday 7 am – 5 pm shift. Weekend day shifts are a solo shift that require a great deal of self direction and dependability. Our standard residency requirement has been waived for this search.

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in water/wastewater technology, environmental science, engineering technology, physical sciences, chemistry, biology, life sciences or a related field; OR
- B) Graduation from High School and two years of experience working for a public works department in which the employee worked directly with water and/or sewer distribution, applicable military experience that involved working in water treatment and/or distribution, or experience working in a laboratory or in a health or environmental sciences field; OR
- C) Any combination of training and experience equal to or greater than that specified in A) or B) above.

Special Requirements For Acceptance of Applications:

This position is eligible for 2-A certification after one year (full-time equivalent) experience, training course and test.

A valid New York State driver's license acceptable to the Commission's insurance carrier is required at the time of appointment.

The physical ability to lift and routinely handle weights up to 50 Pounds is required.

Must work safely, and follow safety rules and procedures.

A performance test may be required after a medical examination but prior to appointment.

Promotion to Water Treatment Plant Operator:

This position is eligible for IIA certification after one year (full-time equivalent) experience at a water treatment plant, completion of the training course and successful completion of the exam. The incumbent will be promoted to the Water Treatment Plant Operator title without further examination after completion of a one year traineeship and obtaining a New York State Health Department "IIA" certification for a Type IA water treatment plant.

Distinguishing Features of the Class:

This trainee position is important shift work involving responsibility for learning the efficient operation and maintenance of Type IA water treatment plant. The incumbent in this position undergoes on-the-job-training by assisting in the operation and maintenance of a Water Treatment Plant in order to become qualified as an operator. Employees in this position will perform increasingly responsible duties as they progress through the program. This type of plant contains facilities for filtration and chemical pre-treatment of municipal water supplies. The work is performed under the direct supervision of the Production Manager or designee. The incumbent will perform all related work as required.

Work Activities:

- Monitors pump, valve and SCADA equipment used to ensure adequate distribution of potable water throughout the Bolton Point municipal water system;
- Operates pumps, valves, motors and related machinery and equipment;
- Performs maintenance work and makes repairs to machinery and equipment including, but not limited to, pumps, valves, pipes, etc.;
- Inspects and monitors pump stations and plant facilities;
- Regulates and adjusts chlorinators;
- Washes filter beds and settling basins;
- Takes samples of water for testing;
- Makes necessary tests for control of plant operations;
- Keeps a log of plant operations and related records;
- Supervises the work of laborers and other subordinate employees;
- Performs a variety of custodial and maintenance duties in connection with the maintenance of the Plant and grounds;
- Assists other departments with various tasks as needed.

Knowledge, Skills, Abilities and Personal Characteristics:

- Ability to learn the practices used and equipment required in the operation and maintenance of the water treatment plant;
- Ability to learn the principles and procedures relating to operation and maintenance of a water treatment plant including emergency operations;
- Ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment;
- Familiarity with the elementary principles of chemistry and general science;
- Ability to accurately create legible records;
- Ability to operate computers;
- Ability to meet deadlines while performing in a supervised atmosphere;
- Ability to understand and follow both oral and written instructions;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to repair problems that are likely to occur;
- Must maintain a neat, alert, self-aware and dependable appearance;
- Performs duties in a cooperative, courteous and professional manner;
- Ability to get along well with others utilizing tact and courtesy are required;
- Alert, observant, independent, and dependable;
- Safe driving habits are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

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.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.â-

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850