

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

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: Assistant Production Manager (Type A Plant - SCLIWC)

EXAM NO: 64835

SALARY: \$27.17 per hour

EXAM DATE: 03/02/19

ISSUE DATE: 01/10/19

THE FINAL DATE TO FILE APPLICATIONS: 01/25/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/03/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Assistant Production Manager (Type A Plant - SCLIWC) located at the Town of Ithaca. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

- a) Graduation from a four-year regionally accredited or New York State registered college or university with a Bachelor's Degree in biology, chemistry, environmental science, engineering, natural resources, business administration or related field AND one year of experience working in a water treatment plant operations; OR
- b) Graduation from a two-year regionally accredited or New York State registered college or university with an Associate's Degree in biology, chemistry, environmental science engineering, natural resources, construction management or related field AND five years of experience in water treatment plant operations; OR
- c) Graduation from high school or possession of a New York State high school equivalency diploma AND ten years of experience in water treatment plant operations; OR
- d) Any combination of education, training and experience equal to or greater than that described in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

1. NYS Water Treatment Plant Operator IA certification is required within three years of appointment. Possession of a valid Grade IIA Water Treatment Plant Operator Certification from the New York State Health Department at the time of appointment preferred or within one year of appointment. Must maintain a valid IA certification for the duration of employment.
2. Possession of a valid appropriate driver's license, with a standing acceptable to the Commission's insurance carrier, at the time of appointment. Such license must be maintained for the duration of employment.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting the Production Manager (PM) with leading and supervising the administrative and operational activities of the Production Department for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC). This responsibility includes the complete, efficient and safe operation and maintenance of a Type I-A Water Treatment Plant containing conventional facilities for chemical treatment, filtration and disinfection of a surface water source (Cayuga Lake). The APM is also responsible for assisting with the supervision of an approved environmental laboratory as defined in Section 55-2.1 of Part 55 of Chapter II of the Administration Rules & Regulations of the New York State Department of Health. The incumbent will work under the general direction of the Production Manager or the General Manager in the absence of the Production Manager, with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments of the Production Department. Assistant Production Manager will assist in the supervision over the work of all subordinate personnel in the department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Production Manager with directing, planning and coordinating the operations of the Production Department;

Assists in supervising the work of subordinate personnel, planning, assigning and reviewing work, making staffing recommendations and personnel issue recommendations;

Performs all duties and responsibilities of a Water Treatment Plant Operator, including serving as a fill in for absences, therefore may work any shift necessary;

Assists in maintaining department records including operation and maintenance, cost statements and department activities (e.g., SCADA summaries, lab test results and production records);

Assists in preparation of monthly reports;

Assists staff when trouble shooting issues, maintaining work flow and completing tasks;

Recommends to PM department organizational changes and implements approved procedure improvements;

Monitors pump, valve and SCADA equipment used to ensure adequate distribution of potable water throughout the Bolton Point municipal water system;

Assists in writing and maintaining Standard Operating Procedures for the department;

Leads the training of all new operators, assists with in-house training sessions and maintains a Production Department Operating Manual;

Assist with day to day lab quality management to assure water quality, the integrity of the plant's laboratory test results and retain laboratory certifications;

Provides comments to PM following a review of plans and specifications of planned system replacements and improvements;

Provides recommendations on need of new or replacement facilities, equipment or materials;

Provides recommendation on and assists with prioritizing of capital and construction projects and recommends methods of construction;

Follows and enforces safety rules, general work habit regulations and workplace expectations;

Keeps aware of safety procedures and/or potential safety hazards and relays them to the department members;

Operates computers for administrative and operation purposes;

Assist in the achievement of department and applicable organizational goals and objectives;

Performs all activities appropriate to the successful operation of a Type 1-A water treatment system;

Performs other related duties as required.

KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the latest practices used and equipment required in the operation and maintenance of a Type 1-A water treatment plant containing facilities for chemical treatment, filtration and disinfection, including system solid and liquid waste handling;

Thorough knowledge of the operation of a conventional water treatment plant;

Thorough knowledge of the principles and applications of physics, chemistry and biology as they relate to water quality analysis and purification methods and procedures;

Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;

Ability to understand, assure compliance and administer federal, state and local codes and standards;

Ability to interpret and evaluate the adequacy of engineering reports, maps, details and plans related to water treatment operations;

Ability to develop and coordinate laboratory and field tests for control of plant operations;

Applicable mechanical and electrical aptitude;

Ability to communicate effectively by being clear and concise, both orally and in writing;

Ability to accurately create legible records;

Must be customer service oriented with an ability to maintain interpersonal relationships;

Ability to apply good judgment and be accurate with all work products;

Willingness to keep up-to-date as an Assistant Production Manager and continuously improve performance.

The employee's physical condition shall be commensurate with the demands of the position, including the physical ability to lift and routinely handle weights up to 50 Pounds.

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Complete Scope of the examination and Expanded subtest descriptions:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>

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.

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