



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT

YATES COUNTY ANNOUNCES A DECENTRALIZED CONTINUOUS RECRUITMENT EXAMINATION FOR WATER SYSTEMS OPERATOR/WASTEWATER MAINTAINER			
Type of Appointment/Position Status/Classification:	Permanent/Full Time/ Competitive	Rate of Pay/Salary:	\$16.00
Location:	Sewer/Water –Town of Jerusalem		
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur. A Certification of Eligibles will be sent to the Town of Jerusalem on October 31 st , with the names of those who score in the top 3 on the exam.	Exam Date:	Mon – Fri 8:30am-4:30pm in October OR Saturday, October 11, 2018
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County at least 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	September 20, 2018	Application Deadline:	October 30, 2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing semi-skilled, manual work involving the maintenance performance of installation tasks on water mains, hydrants and meters. Complex work is performed under the immediate supervision of the Town Supervisor while routine tasks may be performed under general supervision and inspected upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors for system chlorine residual;
 Monitors water storage quantities;
 Monitors sewage flow in the collection system;
 Maintains the Emergency Management Plan;
 Maintains records and maps for the water system;
 Maintains, repairs and operates water distribution and treatment equipment as required;
 Maintains and repairs sewer mains and manholes;
 Collects monthly bacteria samples;
 Collects water samples as directed by the Health Department;
 Locates water lines as requested by Underground Facilities Protection Organization;
 Periodically flushes lines to maintain water quality;
 Inspects system connections;
 Locates water and sewer lines;
 May operate a truck or other in connection with the above work;
 Operates, repairs and maintains sewer lift station pumps;
 Responds at all times to emergency repair calls;
 Processes monthly reports;
 Performs meter readings;
 Performs repairs and rebuilds pressure reducing valves;
 Performs custodial duties in connection with maintenance of buildings and grounds;
 Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, principles, terminology and safety precautions used in the maintenance of a water treatment and distribution system including a municipal sewage collection system;
Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions;
Ability to operate a variety of motor equipment;
Ability to read and interpret blueprints, maps and plans for design and installation purposes;
Ability to understand and carry out oral and written instructions;
Physical condition commensurate with the demands of the position.
Willingness to respond to emergency situations and perform overtime work;
Mechanical aptitude;
Dependability

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Two years of experience in a semi-skilled profession; OR
- c) Two years of experience in water distribution or wastewater collection system; AND
- d) Eligibility for NYS C&D certification issued by the NYS Department of Health within one year of appointment.

****APPLICATIONS MUST INCLUDE PROOF OF HIGH SCHOOL GRADUATION, i.e: A copy of high school diploma, a copy of college transcript, or a copy of GED, etc. as well as a copy of the NYS Driver Operator's license, as shown in Special Requirements below.**

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

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.

CIVIL SERVICE EXAMINATION (\$17.00 CASH, CHECK OR MONEY ORDER TO BE SUBMITTED WITH APPLICATION):

Subjects of examination: A written 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. Mechanical devices and tools used in maintenance work - These questions test for knowledge of general mechanical principles and for the ability to identify various types of hand tools and construction equipment and their proper use and maintenance.
3. Sanitary and storm sewer systems - These questions test for knowledge of the proper methods, materials and equipment used in the installation, maintenance, repair and cleaning of sewer and storm drainage lines, catch basins and related appurtenances.

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: www.cs.ny.gov/testing/localtestguides.cfm.

