MUNICIPAL CIVIL SERVICE COMMISSION
"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York
City Hall, 14-18 Hammond Street, Port Jervis, New York 12771
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EXAMINATION ANNOUNCEMENT
#60404 LEAD WATER AND SAFETY SPECIALIST
OPEN COMPETITIVE

EXAMINATION DATE: OCTOBER 15, 2016
LAST FILING DATE: SEPTEMBER 9, 2016

Applications must be postmarked SEPTEMBER 9, 2016 no later than midnight.

A **$15.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the PORT JERVIS CIVIL SERVICE COMMISSION. Do Not Send Cash!!! Write the examination number(s) and the applicant's name and on the personal check or money order.

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur.

Salary Range: $23.00-$29.00/HR

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: Supervision may be exercised over other employees assigned to assist in performing the water and safety compliance duties. Under the supervision of the Facilities Director III performs daily water and sewer plant testing and reporting. Maintains the integrity of the districtwide door, key and site lighting systems including the integrated fire alarm system. Performs a wide variety of small electrical and maintenance projects. Assignments are initiated via oral or written instructions or work orders.

MINIMUM QUALIFICATIONS: High School graduate or GED and two (2) years water treatment experience.

SPECIAL REQUIREMENT: Satisfactory completion of Grade "C" Water Treatment Operator courses approved by NYS Dept. of Health. Satisfactory completion of Sewage Treatment Operation "2A" activated sludge plant course by the NYS Dept. of Environmental Conservation.

SPECIAL REQUIREMENT: Possession of a current Water Treatment Plant Operator Grade 1A certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code at the time of appointment. The applicant is required to maintain and renew as necessary their Water Treatment 1A Operator's Certificate throughout the course of their employment.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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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 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 principals 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.

4. 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.

5. 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 and pumping station inspection and maintenance; and the ability to perform arithmetic calculations associated with the pumping and hydraulic operations.

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

CALCULATOR STATEMENT: Candidates are permitted to use either a hand held, battery operated or light sensitive calculator or a slide rule for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination.

SPECIAL TESTING ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates 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 PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, Port Jervis NY 12771 as soon as possible before the test date.

SECTION 23.2: This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CROSSFILING: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one (1) test site.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credits are available at this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces can apply for a conditional veteran's 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 indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION or CITY CLERK'S OFFICE** or by sending a stamped, self-addressed legal sized envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, Port Jervis NY 12771. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not accept responsibility for non-delivery or postal delay of applications.

ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 pm on the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4000, ext. 4052 Tuesday or Thursday between 10:00 am and 2:00 pm.

Cheryl A. Kent-Biccum
CS Commission Secretary

ISSUE DATE: August 4, 2016