DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Water Treatment Plant Operator Trainee

Number: 62017D

Salary: $44,907 - City of Poughkeepsie
If used in other agencies salary varies

Date of Examination: 03/18/2017
Applications Accepted Until: 02/01/2017
Applications postmarked 02/01/2017 will be accepted.
Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

A $15.00 fee and examination application is required for each separately numbered examination: Application processing fee is payable by check, money order, or credit card. Cash is not accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before March 18, 2017: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Employees who satisfactorily complete the one year trainee program and who meet all the requirements of Water Treatment Plant Operator will receive permanent appointment to the position of Water Treatment Plant Operator without further examination.

DUTIES: This is a one (1) year trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water treatment plant. The incumbent undergoes on-the-job training and generally assists in all aspects of plant operation and maintenance.

EXAMPLES OF WORK (Illustrative Only): Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water treatment plant; learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment; learns and assists in the inspection, maintenance, and repair of pumps, valves, and related mechanical equipment; learns and assists in the making of physical tests of water for color, odor, and taste; learns and assists in the making of chemical tests of water for alkalinity and residual chlorine; learns and assists in regulating and adjusting chlorinators and alum tanks; washes filters and settling basins; learns and assists in the preparation and maintenance of activity records and reports; performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant; does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:
1. Mechanical Aptitude - These questions test for the ability to identify and understand how basic mechanical instruments, such as motors and gears, work.
2. Safety Practices - These questions test for knowledge of basic safety practices.
3. Tools and Reading of Scales and Gauges - These questions test for the ability to recognize or identify basic tools and their common uses, and for the ability to accurately read various types of dials, scales and gauges.
4. Elementary Chemistry and General Science - These questions test for knowledge of basic processes and concepts in chemistry and general science.
5. Understanding and Interpreting Written Material - These questions test for the ability to read, understand and interpret written material.
6. Basic Mathematics - These questions test for the ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that might be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages, and percents.

NOTE: "A Guide to the Written Test for the Water & Wastewater Treatment Plant Operator/Trainee Series" is available from the New York State Department of Civil Service website at: http://www.cs.ny.gov/testing/localtestguides.cfm or at the Dutchess County Department of Human Resources, located in the Dutchess County Office Building, 22 Market Street - 5th floor, Poughkeepsie, NY. Candidates for this examination should obtain a copy of this guide as soon as possible.

The use of calculators is Recommended for this exam.

DUTCHESS COUNTY IS AN EOUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A $20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

WEATHER
In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: If you cannot take the test on the announced test date (most written exams fall on Saturday) due to a conflict with a religious observance or practice, please indicate so on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, please indicate so on your application. Documentation will be required.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held*. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.

APPLICATIONS may be obtained on line at www.dutchessny.gov, by sending a stamped, self-addressed legal size envelope to or by visiting the Human Resources office at 22 Market Street, 5th Floor, Poughkeepsie, NY 12601 (hours 9am to 5pm, Monday through Friday).

HOW TO TAKE A WRITTEN TEST and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (http://www.cs.ny.gov), by first clicking on Publications, then on the booklet title.