

CAREER OPPORTUNITIES WITH CIVIL SERVICE  
**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

**Announces**

**Examination Open to the Public**

**ASSISTANT WASTEWATER TREATMENT PLANT  
OPERATOR**

Examination Number: 69635

**Date of Examination: November 9, 2024**

**FILING DEADLINE --**

**Applications must be received or postmarked by: September 20, 2024**

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.  
Cash accepted only if paying in person; you must have the exact dollar amount.  
Personal checks will NOT be accepted.**

**Salary: \$39,680.00 per year (2024 HIRE Rate) Varies by Municipality**

**Vacancies:** The eligible lists established as a result of these examinations will be used to fill appropriate vacancies as they exist/occur, under the jurisdiction of the Herkimer County Personnel Office.

**Residency Requirement:** Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

**Duties:** This is routine but important work involving responsibility for the efficient operation and maintenance of a Type 3A Wastewater Treatment Plant with facilities for the activated sludge process (including all modifications). The work is performed under general supervision of an operator qualified to be in charge of the operation of the plant. Supervision may be exercised over subordinate employees in the performance of their assigned duties. The incumbent does related work as required.

## **MINIMUM QUALIFICATIONS FOR TAKING THE TEST:**

Type 3A Plant whose designated capacity exceeds 1.5 million gallons per day:  
Graduation from high school or possession of a New York State high school equivalency diploma.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment.

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

### **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.

### **Physics, chemistry, and bacteriology 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 principles 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.

### **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.

### **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.

### **Test guide:**

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.

**Use of calculators is ALLOWED.**