

**PLEASE POST CONSPICUOUSLY**

**THE CITY OF NEWBURGH  
CIVIL SERVICE COMMISSION ANNOUNCES**

**OPEN-COMPETITIVE EXAMINATION NO. 64962 FOR**

**CHIEF WATER TREATMENT PLANT OPERATOR**

**DATE OF EXAM**

SEPTEMBER 15, 2012

**LAST FILING DATE**

AUGUST 15, 2012

**STARTING SALARY**

\$59,464

**CHIEF WATER TREATMENT PLANT OPERATOR EXAM 64962:** City of Newburgh Water Department Newburgh, NY 12550. A promotional exam will be held on the same day and the resulting eligible list will be used first to fill any vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDER MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN AUGUST 15, 2012. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF AUGUST 15, 2012. (See reverse side for fee waiver information).

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the complete and actual operation of a water treatment plant; Does related work as required.

**MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:** EITHER;

A. Possession of a Grade IA Water Treatment Plant Certification issued under the provisions of the New York State Sanitary Code and continuously throughout tenure; **or;**

B. Possession of Grade IIA Water Treatment Plant Certification issued under the provisions of the New York State Sanitary Code **and** 10 years experience as a Water Treatment Plant Operator in a Type IA Plant, **and** possession of a Grade IA Certification within 12 months of appointment and continuously throughout tenure. **And;**

C. Possession a valid driver's license at time of appointment.

**SUBJECT OF WRITTEN EXAMINATION:** The written test will be designed to test for knowledge, skills and abilities in the following areas:

**1. Administrative supervision.**

**2. Operation and maintenance of pumps, valves and related mechanical and electrical equipment.**

**3. Physics, chemistry and bacteriology as related to water treatment and purification, including laboratory and field tests.**

**4. Practices and equipment used in the operation and maintenance of a Type A water treatment plant.**

**5. Pumping operations and related arithmetic computations.**

An expanded description of the subjects of the examination is available upon request from the civil service office. The NYS Dept. of Civil Service has not prepared a test guide for this exam. The publication "How to take a written test" may be helpful in preparing for this test. It is available on-line at [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTICE TO CANDIDATES:** 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” or dictionaries, or any similar devices are prohibited.

**SEE REVERSE SIDE**

**CROSS FILING INSTRUCTIONS:** If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

**APPLICATION FILING FEE WAIVER:** A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person’s tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance, (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. Any candidate applying for this waiver must complete a “Request for Application Fee Waiver and Certification” form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**VETERAN’S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran’s credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

**NOTICE TO CANDIDATES:**

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

**Note to Handcapped or Disabled Candidates and Saturday Sabbath Observes:** If special arrangements for testing are required, indicate so on your application form.

Applications are available at the office of the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, Monday – Friday from 8:30 – 4:30, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**THE CITY OF NEWBURGH  
AN EQUAL OPPORTUNITY EMPLOYER  
[www.newburgh-ny.com](http://www.newburgh-ny.com)**

Richard Gadbois - Chairman  
Thomas Barry - Commissioner  
Cindy Holmes - Commissioner  
Michelle Mills - Administrator

ISSUE DATE: July 25, 2012

