

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 2016-2 FOR

WATER TREATMENT PLANT OPERATOR TRAINEE

DATE OF EXAM

October 15, 2016

LAST FILING DATE

September 19, 2016

STARTING SALARY

\$40,215

WATER TREATMENT PLANT OPERATOR/TRAINEE EXAM NO. 2016-2: City of Newburgh Water Department Newburgh, NY 12550. The resulting eligible list will be used to fill any vacancies that now exist or for any future 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 SEPTEMBER 19, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF SEPTEMBER 19, 2016. (See reverse side for fee waiver information)**

GENERAL STATEMENT OF DUTIES: The Trainee position undergoes on the job training to become qualified as an operator of a water treatment plant; assists in the operation and maintenance of a water treatment plant; does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

Graduation from high school or possession of a high school equivalency diploma.

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

1. Mechanical Aptitude- These questions are designed to test a candidate's ability to identify and understand how basic mechanical instruments such as motors and gears work.

2. Safety Practices- These questions are designed to test a candidate's knowledge of basic safety practices.

3. Tools and Reading of Scales and Gauges- These questions test a candidate's ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges.

4. Elementary Chemistry and General Science- These questions are designed to test a candidate's knowledge of basic processes and concepts in chemistry and general science.

5. Understanding and Interpreting Written Material- These questions are designed to test a candidate's ability to comprehend written material.

6. Basic Mathematics- These questions are designed to test a candidate's ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that might be encountered in water treatment plant operations. Questions may also involve the use of fractions, decimals, averages and percents.

A "Guide to Taking the Written Test for Water Treatment Plant Operator/Trainee" is available at the Newburgh Civil Service Office upon request or on-line at www.cityofnewburgh-ny.gov.

Candidates who are successful in this examination and who are certified at the Trainee level will advance to the journey level without further examination upon satisfactory completion of the certificate requirement.

SEE REVERSE SIDE

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.

NOTICE TO CANDIDATES: The use of a quiet, hand-held, solar or battery powered calculator is recommended for this exam. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators" or dictionaries, or any similar devices are prohibited.

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.

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 Handicapped 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 Civil Service Office, City Hall, 83 Broadway, Newburgh, NY 12550, Or on-line at www.cityofnewburgh-ny.gov.

**THE CITY OF NEWBURGH
AN EQUAL OPPORTUNITY EMPLOYER**

Thomas Murphy - Chairman
Vera Best - Commissioner
John Powell - Commissioner
Michelle Mills - Administrator

ISSUE DATE: August 25, 2016