



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

**WASTEWATER TREATMENT PLANT OPERATOR/  
WASTEWATER TREATMENT PLANT OPERATOR TRAINEE**

Civil Service Exam held in Ontario County  
(Open to the public)

<b><u>Exam Date</u></b>	<b><u>Exam Number</u></b>	<b><u>Application Fee*</u></b>	<b><u>Application Deadline</u></b>
May 6, 2023	2-2023	\$15.00 (Do not send cash)	April 19, 2023

\*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).  
A \*Fee Waiver is available to candidates who meet the requirements.

**Pay Rate:** Salary varies by location.

**Residency Requirements:** Candidates must have their domicile of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

➤ It is the applicants' responsibility to clearly show that they meet the **minimum qualifications** for the position.

**Minimum Qualifications: Wastewater Treatment Plant Operator Trainee:**  
Graduation from high school or possession of a high school equivalency diploma.

**Minimum Qualifications: Wastewater Treatment Plant Operator:**

**Grades 4 & 4A (Activated Sludge Plant whose designated point score is 76 points or greater) [GRADE 4 OR 4A CERTIFICATE]**

1. Possession of a Bachelor of Science degree, or higher; OR
2. Possession of a Bachelor of Arts degree with at least 30 credit hours in math or science; OR
3. Possession of an Associate's Degree in a NYSDEC approved curriculum, PLUS 18 months operating experience at a wastewater treatment plant; OR
4. Possession an Associate's Degree PLUS 3 years operating experience at a wastewater treatment plant; OR
5. Graduation from high school or possession of a high school equivalency diploma AND SIX (6) years operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

**Minimum Qualifications: Wastewater Treatment Plant Operator: (Continued)**

**Grade 3 & 3A (All other treatment processes whose designated point score is 56-75 points)  
[GRADE 3 OR 3A CERTIFICATE OR HIGHER]**

1. Possession of an Associate's Degree in a NYS DEC approved curriculum; OR
2. Possession of an Associate's Degree plus 18 months of operating experience at a wastewater treatment plant;  
OR
3. Graduation from high school or possession of a high school equivalency diploma and three (3) years of operating experience at a wastewater treatment plant.

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND eighteen (18) months operating experience at an activated sludge wastewater treatment plant with a point score of 56 or greater, and the ability to perform necessary tests.

**Grade 2 & 2A (All other treatment processes whose designated point score is 31-55 points)  
[GRADE 2 OR 2A CERTIFICATE OR HIGHER]**

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

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation; AND twelve (12) months operating experience at an activated sludge wastewater treatment plant with a point score of 31 or greater, and the ability to perform necessary tests.

**Grade 1A (Activated Sludge Plant whose designated point score is 30 points or less)  
[GRADE 1A CERTIFICATE OR HIGHER]**

**Grade 1 (All other treatment processes whose designated point score is 30 or less)  
[GRADE 1 CERTIFICATE OR HIGHER]**

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

**PLUS:** Completion of an appropriate approved course by the Commissioner, Department of Environmental Conservation AND six (6) months operating experience at an activated sludge wastewater treatment plant and the ability to perform necessary tests.

**Note: Possession of the plant's required DEC certificate may be substituted for the required operating experience.**

**Special Note: Education:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special requirement for appointment and acceptance of applications:** Eligibility for appropriate operator certificate issued by the New York State Department of Environmental Conservation at time of application. Possession of the certificate at the time of appointment and throughout the tenure of appointment.

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**Minimum Qualifications: Wastewater Treatment Plant Operator: (Continued)**

**NOTE:** Courses approved by the NYS DEC are noted in DEC Operating Manual to be provided upon request.

**NOTE:** To credit operating experience it must be of the same point score or higher for which certification is being sought. Experience for "A" operator must be at an activated sludge plant with the same point score or higher for which certification is being sought.

GRADE 4A PLANT:	City of Geneva
GRADE 4 PLANT:	City of Canandaigua Town of Farmington
GRADE 3A PLANT:	Manchester-Shortsville Joint Sewer System
GRADE 3 PLANT:	Village of Bloomfield
GRADE 2A PLANT:	Village of Clifton Springs
GRADE 2 PLANT:	Village of Phelps Honeoye Lake Sewer District
GRADE 1 PLANT:	Village of Rushville

**Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

**Vacancy:** This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

**List Certification:** A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur. Candidates who are successful in this examination and who will have proper grade certificate issued by the New York Department of (Environmental Conservation **or** Health), will be certified for appointment at the Operator Level. Other eligibles will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirement.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

**Job Description:**

**Wastewater Treatment Plant Operator** - This is routine, technical work involving responsibility during a shift for the efficient operation and maintenance of a Wastewater Treatment Plant with facilities for chemical precipitation, sludge vacuum filtration, sludge incineration, separate sludge digestion, or any other biological oxidation process. In the case of a Type A Plant, operation and maintenance of a facility for the activated sludge process is required. The work is performed under the general supervision of an operator qualified to be in charge of the operation of the plant. May oversee subordinate employees in the performance of their assigned duties. Does related work as required.

**Job Description:** (Continued)

**Wastewater Treatment Plant Operator Trainee** - This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant and to complete the training and experience requirements of the New York State Sanitary Code for certification appropriate to the plant. The work is performed under the direct supervision of a qualified operator. Does related work as required.

**Controlled Substance Screening:** When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

**Background Investigation:** Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

**Special requirement for appointment in school districts or BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Subjects of Examination:** Written test designed to evaluate knowledge, skills and/or abilities in such areas as:

1. **Mechanical Aptitude** – These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
2. **Safety Practices** - These questions test your knowledge of basic safety practices.
3. **Tools and Reading of Scales and Gauges** - These questions test your 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 test your knowledge of basic processes and concepts in chemistry and general science.
5. **Understanding and Interpreting Written Material** - These questions test how well you comprehend written material.
6. **Basic Mathematics** – These questions test your 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.

**Test Guide:** A study guide for this examination is available on our website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Candidates not having access to a computer or the internet may request a copy of the test guide by calling or writing Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465.

**USE OF CALCULATOR IS RECOMMENDED.** 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:**

**Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and  
NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled  
exam.**

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be electronically submitted by 11:59 p.m. on **APRIL 19, 2023**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "**Religious Accommodation**". We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled persons:** If special arrangements for testing are required, indicate this on your application form.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources).

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 maximum 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

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Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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.

Michele O. Smith  
Director of Human Resources

Wastewater Treatment Plant Operator/  
Wastewater Treatment Plant Operator Trainee  
Exam No. 2-2023  
Issued: March 22, 2023