

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

EXAMINATION FOR

**No. 68-533 WASTEWATER TREATMENT PLANT MECHANIC'S ASSISTANT
BINGHAMTON/JOHNSON CITY JOINT SEWAGE PLANT**

An **OPEN COMPETITIVE** examination for the position of **Wastewater Treatment Plant Mechanic's Assistant, Binghamton/Johnson City Joint Sewage Plant**, will be held on Saturday morning, **October 14, 2017**, at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur.

NOTE: Candidates who are successful in this examination and who have the proper grade certificate issued by the New York State Department of Environmental Conservation and/or New York State Department of Health will be certified for appointment at the Operator level. All others eligible will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirements. Operators will be certified for appointment before the trainee level.

MINIMUM SALARY: \$19.82 per hour

POSTED: 7/26/2017

A fee of **\$12.50** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks may be obtained at the office of the Municipal Civil Service Commission, 5th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at cityofbinghamton-ny.org** and must be filed at said office on or before **FRIDAY, AUGUST 25 AT 5:00 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.

RESIDENCY REQUIREMENTS:

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONE OF THE FOLLOWING COUNTIES IN NEW YORK STATE; BROOME, TIOGA, TOMPKINS, CORTLAND, CHENANGO, OTSEGO, OR DELAWARE, OR SUSQUEHANNA, PENNSYLVANIA FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School equivalency diploma **and**;

- (a) One year of experience as Waste Water Treatment Plant Maintainer or Operator Trainee; or
- (b) One year hands on experience with industrial mechanical maintenance, including but not limited to industrial pumps, engines, motors, conveyance equipment or plumbing.

SPECIAL REQUIRMENTS: Possession of an appropriate level motor vehicle operator license issued by the New York State Department of Motor Vehicles with the ability to be covered under plant insurance policy at time of appointment, and maintain the license during the entire length of appointment.

DUTIES: The work involves assisting in the performance of semi-skilled and skilled tasks related to the repair, maintenance and construction of wastewater treatment plant equipment, vehicles, facilities, and grounds. The work is performed in accordance with the practices involved in the preventive maintenance, repair and fabrication of wastewater treatment plant equipment including pumps, manual and electronic valves, digester units, gas and diesel engine, compressors, injection systems and motors. The class differs from that of Waste Water Treatment Plant Maintainer by virtue of the skilled repair and fabrication of plant mechanical equipment. The class differs from the Waste Water Treatment Plant Instrument Technician, because the Technician has responsibility for the skilled repair of complex electronic, electrical, pneumatic and related mechanical equipment. The work is performed under the general supervision of the Head Mechanic, Superintendent, Assistant Superintendent or Mechanic. Does related work as required

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Operation, maintenance, and repair of pumps, motors, valves, mechanical and electrical equipment

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.

2. Reading and interpretation of plans and specifications

These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.

3. Inspection, operation, maintenance and repair of basic mechanical equipment

These questions test for knowledge of the principles and practices involved in the inspection, operation, maintenance, and upkeep of basic mechanical equipment such as gears, shafts and bearings, power drives, and similar types of basic machinery and mechanical equipment.

4. Tools of the trade (mechanical)

These questions test for knowledge of the tools, instruments, and equipment typically used in the mechanical trades, including the proper and safe use of this equipment.

5. Practices and equipment used in the operation and maintenance of a wastewater treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of wastewater treatment plants; and may include such areas as the objectives and purposes of wastewater treatment plant processes and techniques; proper use of treatment plant equipment; terminology associated with wastewater and wastewater treatment plants; conditions and situations encountered in wastewater treatment plants; plant safety and monitoring; and equipment and materials involved in wastewater treatment plant operations. Some questions may involve basic arithmetic calculations.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm A copy of the Guide to Taking the Written Test for this particular test is available upon request at time of application in the Civil Service Office, 38 Hawley Street, City Hall, 5th Floor, Binghamton, New York 13901.

Use of calculators is ALLOWED for this exam. You 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. You **may not** bring books or other reference materials to the examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

MILITARY PERSONNEL: Military Law

Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

Children of Firefighters and Police Officers killed in the line of duty: "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 the Department of Personnel 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."

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. 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, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center.

If candidates have not received a notice to appear for the written test three days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 5th floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.

Andrea Rutherford

Assistant Director of Personnel & Safety