



CITY OF TONAWANDA, NEW YORK

CIVIL SERVICE COMMISSION

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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION FOR

SEWAGE LIFT STATION OPERATOR

No. 60938

\$18.89- 23.10/hr.

EXAM DATE: SEPTEMBER 25, 2010

LAST DATE TO FILE APPLICATION: AUGUST 25, 2010

An eligible list will be established as a result of this examination and will be used to fill vacancies in the City of Tonawanda as they occur.

APPLICATION FEE: There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of the State of New York for at least one year and of the City of Tonawanda for at least four months immediately preceding the date of the exam. Bring two proofs of residency to the exam.

MINIMUM QUALIFICATIONS:

One year experience working with pumps, motors, electrical controls and machinery, or

One year experience working as a millwright, or

An equivalent combination of training and experience.

GENERAL STATEMENT OF DUTIES

Performs manual electrical and mechanical work in the care and operation of all sewage lift stations; does related work as required. Checks lift station operation and also immediately available for emergency calls in case of heavy rains or power failure. Changes graphs and / or charts and accurately records data.

DISTINGUISHING FEATURES OF THE CLASS

This is important work involving responsibility for the efficient and continuous operation of all sewage lift stations.

EXAMPLES OF WORK

(Illustrative only) Keeps all pumps, motors, valves, electrical controls and equipment etc. cleaned, lubricated, packed and repaired. Troubleshoot any failures/ malfunctions. Keeps buildings (including windows) clean inside and out. Bleed air from pumps; keep dry well clean and pumped out. Whatever work necessary put and keep the pumps, motors, building and equipment in a first class working condition.

REQUIRED KNOWLEDGE, SKILL AND ABILITY

Working knowledge of the operation and maintenance of pumps, motors and equipment. Ability to read and record data from meters. Ability to make mechanical/electrical repairs, pack pumps and valves. Adjust shaft and bearing etc. Ability to follow directions; industrious, resourcefulness; dependability; physical strength and stamina; good physical condition; ability to think and safely plan work if necessary. Follow confined space requirements.

ACCEPTABLE EXPERIENCE AND TRAINING

One year experience working with pumps, motors, electrical controls and machinery, or
One year experience working as a millwright, or
An equivalent combination of training and experience.

1. SUBJECTS OF EXAMINATION: (see attached)

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, dictionaries, cell phones, or any similar devices are prohibited.

This exam will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination. This is an entry-level de-centralized exam per NYS Civil Service.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination. For this exam call or write the Tonawanda Civil Service Commission.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Civil Service Commission as soon as possible before the test date.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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 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.

APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE AND AT ci.tonawanda.ny.us/civilservice/exam.htm. A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

The City of Tonawanda is an equal opportunity employer

CANDIDATES WILL BE NOTIFIED OF EXAMINATION TIME AND LOCATION BY LETTER.

Issue date: 07/12/10

EXAM SCOPE ON REVERSE SIDE

Exam Title:Sewage Lift Station Operator

Exam Number:60938

Exam Date:20100925

Series Name: Water and Wastewater Treatment Plant Operator

Use of calculators is ALLOWED

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

1. 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.

2. 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.

3. Pumping operations and related arithmetic computations

These questions test for knowledge of pumping operations, including such areas as terminology and basic principles associated with pumps and pumping operations; instruments and equipment used in pumping operations, including various types of pumps and their components; troubleshooting pumping problems and developing solutions; pump and pumping station inspection and maintenance; and the ability to perform arithmetic calculations associated with pumping and hydraulic operations.