

ASSISTANT OPERATOR, GRADE II-B (WATER TREATMENT (OC))
RC/EL #25136010

Examination to be held **May 17, 2025**; Last filing date **April 21, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Village of Suffern.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$36.00 per hour for a 40-hour workweek with Village of Suffern. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is routine, technical work involving responsibility during the absence of the Chief Operator or while assigned to a specific shift, for the safe and efficient operation and maintenance of a Type I-B potable water treatment plant. The work is performed under the general supervision of the Chief Operator who has responsible charge of the complete and actual operation of the plant. Work direction may be given subordinate employees in the performance of their assigned duties. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have: Possession of a valid Grade II-B or higher (Water Treatment) certificate* as well as a Grade D certificate issued under the provisions of Subpart 5-4 of the New York State Sanitary Code.

*Certificate qualifications require:

1. Graduation from high school or possession of an equivalency diploma, and
2. Successful completion of appropriate level water treatment operator courses, and
3. One (1) year of acceptable operating experience at a water treatment plant.

SPECIAL REQUIREMENTS:

1. When required to operate a motor vehicle, possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.
2. Must maintain the Grade II-B or higher (Water Treatment) certificate and the Grade D certificate throughout the course of employment in this title.

Anticipated Eligibility - Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

ASSISTANT OPERATOR, GRADE II-B (WATER TREATMENT) (OC) #25136010 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

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 issues 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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: “A Guide to the Written Test for **Water and Wastewater Treatment Plant Operator/Trainee Series**” is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 03/25/2025